



Town of Arlington Select Board

Meeting Agenda

September 24, 2018

7:15 PM

Select Board Chambers, 2nd Floor, Town Hall

CONSENT AGENDA

1. Minutes of Meetings: September 12, 2018
2. Class I License Revision: Addition of Genesis Brand
Current: Chevrolet / Hyundai
Request: Chevrolet / Hyundai / Genesis
Robert A. Mirak, 1165 Massachusetts Avenue
3. Request: 3-Day Special (One Day) Beer & Wine Licenses, October 12, 13, and 14, 2018 @
St. Athanasius the Great Greek Orthodox Church for 'Opa Kouzina'
Dean Ioakimidis, President, Parish Council

APPOINTMENTS

4. Community Preservation Committee
Clarissa Rowe, (term to expire 6/30/2020)
Charlie McCabe (term to expire 6/30/2021)
5. Council on Aging
Anne K. Brown (term to expire 6/30/2020)
Nancy Cox
Mary Hung
Michael Quinn
(terms to expire 6/30/2021)
6. Recreational Marijuana Facilities & Medical Marijuana Treatment Centers Study Group (terms
to expire 6/30/2021)
Sarah J. Augood
Paul A. Czech
Joseph T. Moen

LICENSES & PERMITS

7. Request: Punjab Restaurant Late Night Event, 10/31/18-11/1/18
Punjab Restaurant, 485 Massachusetts Avenue, Jaspal S. Pabla

CITIZENS OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

8. For Approval: Artwork Along Mass. Ave. Corridor
Cecily Miller, Arlington Public Art
9. Tree Committee Matters
 - a) For Approval: Tree Preservation Bylaw Fees
 - b) Policy to consult with Tree Warden on Town Projects Involving Trees
 - c) Policy to Require Two Year Warranty and Watering Plan for New Trees in the Town Projects
Representatives of the Tree Committee
10. For Approval: Candidacy for Metropolitan Planning Organization (MPO) Seat
Douglas W. Heim, Town Counsel
11. Update: Janet Road Private Way Repair
Daniel J. Dunn, Chair
12. National Grid Moratorium
 - a) Discussion
Daniel J. Dunn, Chair
 - b) Permit Request for 734-736 Mass. Ave.
Henry E. Davidson, Jr.

CORRESPONDENCE RECEIVED

13. Requesting Free Parking in Metered Spots after 6:00 p.m.
Taeseon and Thomas Adams, 34 Newport Street

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of BoS October 10, 2018



Town of Arlington, Massachusetts

Minutes of Meetings: September 12, 2018

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	9.12.18_draft_minutes.docx	Draft Minutes 9.12.18

TOWN OF ARLINGTON
SELECT BOARD

Meeting Minutes
Wednesday, September 12, 2018
7:15 PM

Present: Mr. Dunn, Chair, Mrs. Mahon, Vice Chair, Mr. Greeley, Mr. Curro and Mr. Hurd
Also Present: Mr. Chapdelaine, Mr. Heim, and Mrs. Krepelka

1. For Approval: Appointment of Treasurer-Collector
Daniel J. Dunn, Chair
Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine asked the Board to approve the appointment of Phyllis Marshall-Hartman to the position of Treasurer-Collector. Mr. Chapdelaine stated that Ms. Marshall-Hartmen brings a great deal of experience in the role of Treasurer-Collector, but also brings varied municipal experience that can bring value to the finance team.

Mrs. Mahon moved approval.

SO VOTED (5-0)

CONSENT AGENDA

2. Minutes of Meetings: July 26, 2018
3. Request: Special (One Day) Beer & Wine License, 9/22/18 @ Whittemore Robbins House for a Private Event
Sarah Haig
4. Request: Special (One Day) Beer & Wine License, 9/22/18 @ Robbins Memorial Town Hall for a Private Event
Sarah Delude and Brad Edmondson
5. Request: Special (One Day) Beer & Wine License, 9/29/18 @ Robbins Library Reading Room for a Private Event
Jeanne Bartolomeo
6. Request: Special (One Day) Beer & Wine License, 9/29/18 @ Robbins Memorial Town Hall for a Private Event
Meg Price and Greg Hamilton
7. Reappointment: Community Preservation Committee
Ann Woodward (term to expire 6/30/2021)

8. Appointments of New Election Workers: (1) Eileen Blasi, 4 Winslow Street, U, Pct. 7; (2) Anne Breslin, 48 Peirce Street, U, Pct. 15; (3) Daniel Brosnan, 18 Wachusett Avenue, U, Pct. 11; (4) Kathleen Doyle, 112 Decatur Street, U, Pct. 6; (5) Antoinette Festa, 54 Medford Street, U, Pct. 7; (6) Francis Foley, 1182 Massachusetts Avenue, U, Pct. 13; (7) Gillian McArthur, 88 Park Avenue, D, Pct. 20; (8) Joyce Radochia, 45 Columbia Road, U, Pct. 19; (9) Helen Taylor, 92 Rawson Road, D, Pct. 1; (10) Florence Williams, 18 Ronald Road, D, Pct. 15

Mrs. Mahon moved approval.

SO VOTED (5-0)

LICENSES & PERMITS

9. 7:15 p.m. Eversource Petition/Garden Street (private way)
Richard Schifone, Supervisor, Rights and Permits
(all abutters notified)

Eversource asked that said petition be withdrawn.

SO VOTED (5-0)

10. For Approval: Common Victualler and All Alcohol License
Mini Punjab, 444 Massachusetts Avenue, Kashmir Singh

The Select Board asked that Mr. Singh consult with Attorney John Leone, Attorney for Punjab, regarding name change. After said discussion, they will come back to the Board.

Mrs. Mahon moved approval.

SO VOTED (5-0)

11. For Approval: Public Entertainment License
Town Tavern, 193 Massachusetts Avenue, George Mullan

Mr. Greeley moved approval subject to all conditions as set forth.

SO VOTED (5-0)

CITIZENS OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

Eli Elkhoul, 125 Broadway, asked the Board if they would consider self-serve at one of his gas pumps for his business. He stated he is having trouble hiring an employee just to pump gas and he is at the point where he has to decide to close the pump down and just do repairs.

Select Board, Chair, stated that it had been a previous Warrant Article and Town Meeting voted against it.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

12. Update: Selectmen Awards
Jack Hurd, Committee Chair

Mr. Hurd stated that the Committee has meet and would like to add a Good Citizen Award to the list of Selectmen Awards that are being considered for the Awards Event to be held on November 28th.

Elaine Shea and Clarissa Rowe spoke in favor a creating a Margaret Spengler Award in honor of a woman.

Deadline for submitting nominees is October 12th.

Mr. Curro moved to approve said recommendation.

VOTED (5-0)

13. Bus Rapid Transit Pilot
- a) Presentation: Implementation Recommendations
Adam W. Chapdelaine, Town Manager
 - b) Discussion: Concerns re Pilot Program
Claire Rabin, Quebrada and Capitol Square Businesses

Mr. Chapdelaine stated the Arlington BRT pilot project reviewed several options for three segments of Massachusetts Avenue in East Arlington. The three segments consisted of the following areas:

- 1. Massachusetts Avenue at Lake Street intersection
- 2. Massachusetts Avenue corridor from just east of the Lake Street intersection to just west of Alewife Brook Parkway
- 3. Massachusetts Avenue at Alewife Brook Parkway intersection

Mr. Chapdelaine presented an extensive overview of the Massachusetts Avenue Bus Priority Pilot Program.

Claire Rabin, Quebrada and the Capitol Square Businesses, presented the Select Board with a petition signed by 700 residents in support of this program. They thanked the Board for listening to their concerns and are pleased the way everyone came together.

Mr. Greeley moved approval to endorse this Pilot Program.

SO VOTED (5-0)

14. For Discussion and Approval: National Grid Correspondence re Gas Permits and Select Board Response
Douglas W. Heim, Town Counsel

Mrs. Mahon moved approval of letter to be sent to Christopher S. Aronson, Senior Counsel, National Grid regarding the Town Manager's decision to withhold issuance of new, non-emergency permits for gas construction permits until National Grid's gas workers return to work.

Mrs. Mahon stated that Winchester Select Board voted to double down on safety and oversight for all gas projects in Town. The three of the Select Board members strongly argued that the main purpose of the moratorium is ensuring the safety of Winchester residents.

Mrs. Mahon also stated that Attorney General Maura Healey's office is calling on the Department of Public Utilities to conduct a "transparent investigation" into whether the gas company is in compliance with state and federal safety regulations.

Mrs. Mahon moved approval.

SO VOTED (5-0)

15. Discussion: Concerns re National Grid Private Permit Moratorium

Brian Callahan, Contractor

Jeffrey Borstell, Contractor

Mr. Borstell, Contractor and owner of property at 17 Aerial Street asked the Board to make an exception to the Moratorium on Gas Permits. He stated that it is a financial hardship for his family if he cannot have permission to have a permit to cap and cut gas line for this property.

Brian Callahan, Contractor and owner of property at 658 and 660 Summer Street, stated that he received a Building Permit last September 2017, and through no fault of the Town of Arlington or his, the unforeseen circumstances of the National Grid strike have forced an indeterminate delay. The project is ready for completion pending gas installation. This delay is jeopardizing the economic well-being of his family, his employees and his subcontractors. If he fails to have gas lines installed before the November cutoff date, he will have empty properties that he will have to carry throughout the winter.

Mrs. Mahon stated that she feels the Moratorium should stand and the Town should work with the Attorney General's Office and Department of Public Safety regarding hardship cases.

Mr. Greeley stated he would like to make exceptions to the Moratorium but he does not want to jeopardize public safety to the citizens of Arlington.

Mr. Curro feels we should contact the Department of Public Utilities and the Attorney General's Office for assistance and regards to case-by-case emergencies. Mr. Curro also suggested that we further define what our policy is regarding emergency work.

16. For Approval: Receipt of Gift of James Athens to Establish a Fund for the Benefit of

Arlington Seniors

Douglas W. Heim, Town Counsel

The Select Board voted to accept a gift from James Athens in memory of his beloved wife, Helen. The amount of said donation is \$100,062.89. The principal of which is to be maintained, and the income to be used for the charitable purpose of administering programs benefitting the Town of Arlington's senior residents.

17. Vote: Special Town Meeting, December 5, 2018
Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine stated that this Special Town Meeting is being called to discuss zoning for the adult use of Marijuana.

Mrs. Mahon moved approval.

SO VOTED (5-0)

18. For Approval: Opening of Special Town Meeting Warrant

The Select Board voted to open the Warrant for a Special Town Meeting to take place on Wednesday, December 5, 2018 at 8:00 p.m. in the Arlington Town Hall. The Warrant will open Thursday, October 4, 2018 at 8:00 a.m. and will remain open until 7:00 p.m.

Mrs. Mahon moved approval.

SO VOTED (5-0)

Chairman Dunn asked the Board to take Correspondence Received before entering into Executive Session and returning to the Town Manager's Contract.

CORRESPONDENCE RECEIVED

20. Docking Stations for Green Bikes
Bob Radochia, 45 Columbia Road

Mrs. Mahon moved receipt of Correspondence Received.

SO VOTED (5-0)

EXECUTIVE SESSION

To conduct a strategy session in preparation for contract negotiations with nonunion personnel, the Town Manager, and/or conduct contract negotiations with same.

19. Vote: Town Manager Contract, if appropriate
Daniel J. Dunn, Chair

Mrs. Mahon moved to enter Executive Session and to return to Public Session to announce the vote of the Board.

SO VOTED (5-0)

After Executive Session, the Board returned to Public Session and Mrs. Mahon stated that the Board voted to approve the Town Manager's Contract for 2019 to 2022.

Mrs. Mahon moved to adjourn at 10:45 p.m.

SO VOTED (5-0)

Next Scheduled Meeting of BoS September 24, 2018

A true record: Attest

Marie A. Krepelka
Board Administrator
9/12/2018

Agenda Items	Documents Used
1	Town Manager Memorandum, P. Hartman Resume
2	Draft Minutes 7.26.18
3	Haig Special Beer and Wine Application
4	Delude/Edmondson Special Beer and Wine Application
5	Bartolomeo Special Beer and Wine Application
6	Hamilton Special Beer and Wine Application
7	Town Manager Memorandum, Meeting Notice
8	New Election Workers Master Records
9	Engineering Recommendations, Eversource Request, Petition, Order and Abutter Notice
10	Letter of Objection, Inspection Reports, CV and All Alcohol Application
11	Inspection Reports, Public Entertainment Application
12	Update: Selectmen Awards, Jack Hurd, Committee Chair
13	Bus Rapid Transit Pilot Presentation: a) Implementation Recommendations - Adam Chapdelaine, Town Manager b) Discussion: Concerns re Pilot Program, Claire Rabin: Quebrada and Capitol Square Businesses
14	Letter from C. Aronson, National Grid Senior Counsel, Draft Response to National Grid
15	Moratorium - Letter from B. Callahan, E-mail from J. Borstell
16	Approval: Receipt of Gift of from James Athens
17	Vote: Special Town Meeting - December 5, 2018
18	For Approval: Opening of Special Town Meeting Warrant
19	Vote: Town Manager Contract - Daniel J. Dunn, Chair
20 – Correspondence Received	Letter from R. Radochia regarding docking stations for Green Bikes



Town of Arlington, Massachusetts

Class I License Revision: Addition of Genesis Brand

Summary:

Current: Chevrolet / Hyundai

Request: Chevrolet / Hyundai / Genesis

Robert A. Mirak, 1165 Massachusetts Avenue

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Mirak_Ref.pdf	Class I License Application and Reference

Town of Arlington

Select Board Class I & Class II Application

This is the Class I and Class II application for a license that the Select Board may grant. All license applications to the Arlington Select Board must be accompanied by the following information.

Indicate if the license is: new _____ transfer _____ other X
change of dba _____

Amended original
(see attached)

List type of license (s) applying for:

☐ Class I No. of vehicles for display 3

☐ Class II No. of vehicles for display _____

Business Name (legal): Mirak Chevrolet Inc dba: Genesis of Arlington

Please attach copy of business certificate if applying as dba or individual. If business is a corporation or LLC, please attach:

1. Evidence of Good Standing from the Secretary of State's Office.
2. Corporate Vote authorizing business at the location.

Address of premises to be licensed (Included zip code):

1165 Massachusetts Ave Arlington MA 02476

Mailing address (if different than above address):

1125 Massachusetts Ave Arlington MA 02476

Name of individual/applicant authorized to apply for license:

Robert A. Mirak

Business tel. no. of applicant (781) 641-6812

Business email: ramirak@mirak.com

F.E.I.N: (F.I.N.) 04-1040810

Please check one of the following:

- ☒ own premises
☐ lease premises
☐ property under P&S

Name and address of property owner if different from license holder:

Name

Address

If applicable, please attach copy of lease and/or Purchase and Sales Agreement

Do you currently hold a similar license? What type?

Yes Class I

Have you previously applied for a license?

Yes _____ No _____

Have you ever had a license revoked?

Yes _____ No X

If yes, please indicate why: _____

If applying for a Class I or Class II license, please submit a plot plan that shows: — Same as Hyundai

1. The number of the vehicles on display Same as Hyundai
2. The exact location of the vehicles "
3. Customer parking "
4. Office area "

Proposed hours of operation: "

Monday <u>9-8</u>	Thursday <u>9-8</u>	Sunday <u>12-4</u>
Tuesday <u>9-8</u>	Friday <u>9-6</u>	
Wednesday <u>9-8</u>	Saturday <u>9-5</u>	

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state and local taxes required by law.

Date: 9-16-18 Signature: _____

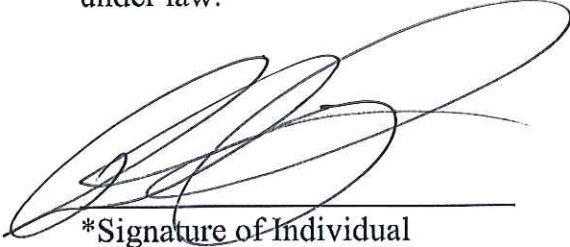
I certify that I have read through the conditions included with this license application.

I hereby authorize the Licensing Authority or its agent(s) to make inquiry or investigation, as needed, to verify the information contained in this application.

Date: 9-16-18 Signature: _____

Please contact the Select Board's Office at (781) 316-3020 if you have any questions regarding application form.

I certify under the penalties of perjury that I, to the best knowledge and belief, have filed all state tax returns and paid all state taxes as required under law.



*Signature of Individual


By: Corporate Officer

04-1040810

**Social Security # Voluntary
Or Federal Identification Number

- * This license will not be issued unless this certification clause is signed by the applicant.
- ** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.



Meeting Minutes August 3, 2018

Corporate Meeting

Subject: Addition of the Genesis brand

A meeting of the owners and officers of Mirak Chevrolet has taken place to vote on the addition of the Genesis brand to our product sales line.

A vote was taken, and approved unanimously.



Robert A Mirak, Vice-president

Date

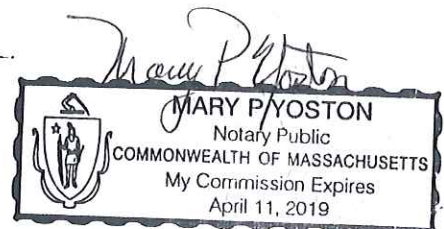
8.3.2018



Mary Louise Longo, Treasurer

Date

8/3/2018



CHEVROLET

HYUNDAI

HINO TRUCKS™
A Hino Group Company

1125 Massachusetts Ave. Arlington, MA 02476 (781) 643-8000



Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L0577166464
Notice Date: July 19, 2018
Case ID: 0-000-582-040



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



MIRAK CHEVROLET-GEO HYUNDAI INC
1125R MASS AVE
ARLINGTON MA 02174

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, MIRAK CHEVROLET-GEO HYUNDAI INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

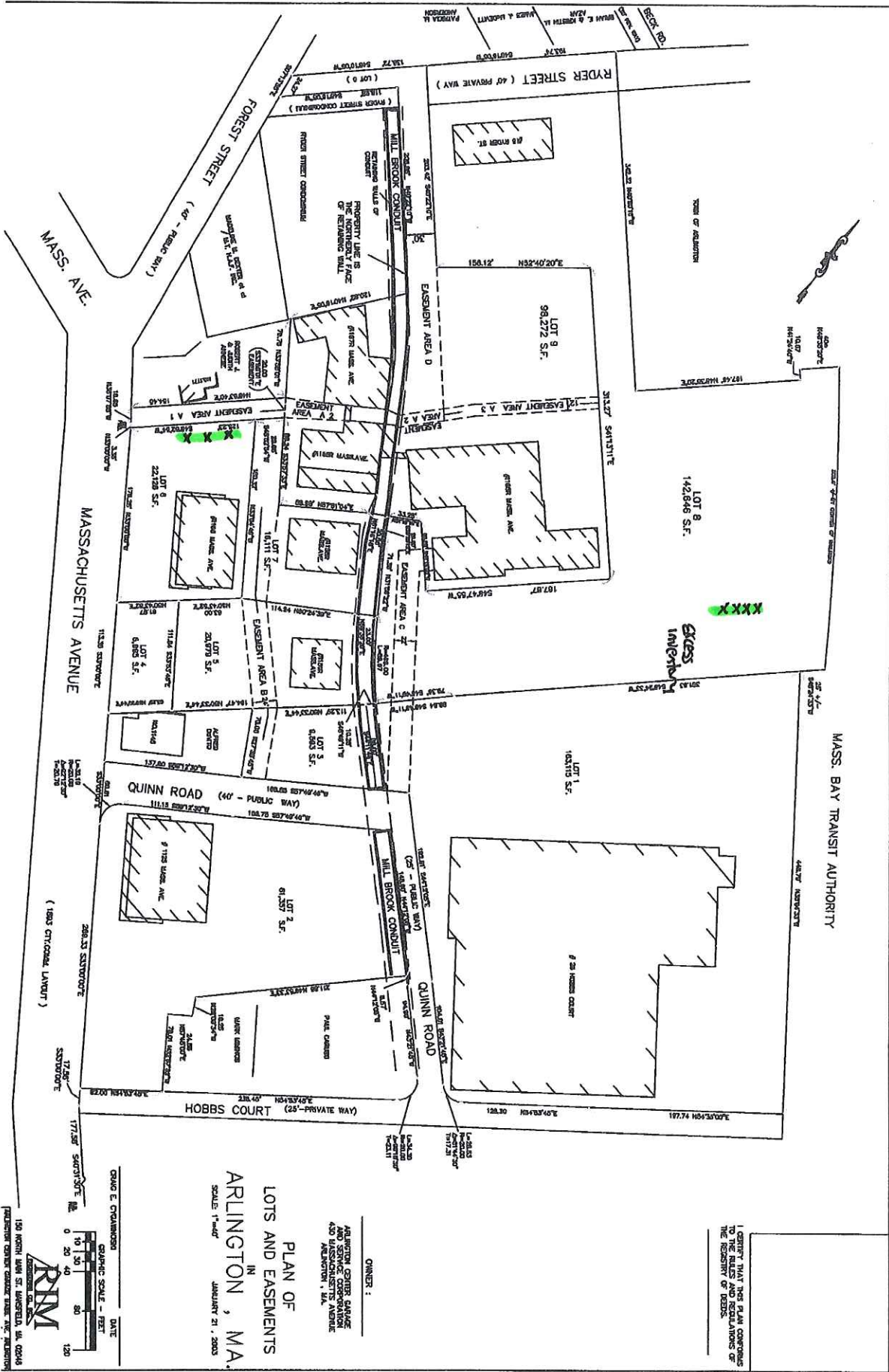
If you have questions, call us at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



1. CERTIFY THAT THIS PLAT COMPARES
TO THE RECORDS AND INSTRUMENTS OF
THE RECORDS OF DEEDS.

OWNER:

ARLINGTON CENTER GARAGE
AND SERVICE CORPORATION
ARLINGTON, VA.

PLAN OF
LOTS AND EASEMENTS
IN
ARLINGTON, MA.

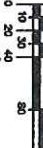
SCALE: 1"=40'

JANUARY 21, 2003

DRAWN BY: C. C. CROAN/MSD

DATE:

GRAPHIC SCALE - FEET



150 NORTH MAIN ST. ARLINGTON, VA. 22204
TEL: 703.261.1111 FAX: 703.261.1112

NUMBER

THE COMMONWEALTH OF MASSACHUSETTS

FEE

5

Town of Arlington

\$100.00

AGENT'S OR SELLER'S LICENSE - CLASS 1

FOR THE SALE OF SECOND-HAND MOTOR VEHICLES

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto, Edward Mirak, Mirak Chevrolet, Inc. whose principal business is the sale of new motor vehicles as a recognized agent of the Chevrolet Hyundai or who has a signed contract as required by Section 58, Class 1, is hereby licensed to purchase and sell, as incidental or secondary thereto, second-hand motor vehicles at No. 1125 & 1165 Massachusetts Avenue Arlington, MA 02476 on premises described as follows: Building & Lot

January 1, 2018

Signed

Joseph H. H. H.
John J. H. H.
John J. H. H.
John J. H. H.
John J. H. H.

THIS LICENSE EXPIRES JAN. 1, 2019

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES.

EXTRACT FROM GENERAL LAWS, CHAPTER 140

SECTION 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof without securing a license as provided in section fifty-nine.

SECTION 58. Licenses granted under the following section shall be classified as follows:

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license, provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter and of rules and regulations made in accordance therewith applicable to holders of licenses of Class 2.

Class 2. Any person whose principal business is the buying and selling of second hand motor vehicles may be granted a used car dealer's license.

Class 3. Any person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts, may be granted a motor vehicle junk license.

SECTION 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no case shall exceed one hundred dollars. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant has not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licenses within Class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said Class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No license or permit shall be issued hereunder to a person within said Class 3 until after a hearing, or which seven days' notice shall have been given to the owners of property abutting on the premises where such license or permit is proposed to be exercised. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The decision of the justice shall be final.



Town of Arlington, Massachusetts

Request: 3-Day Special (One Day) Beer & Wine Licenses, October 12, 13, and 14, 2018 @ St. Athanasius the Great Greek Orthodox Church for 'Opa Kouzina'

Summary:

Dean Ioakimidis, President, Parish Council

ATTACHMENTS:

	Type	File Name	Description
▯	Reference Material	St._Athanasius_special_app.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Dean Ioakimidis - President, Parish Council

Address, phone & e-mail contact information: 4 Appleton Street Arlington MA Cell: 781-844-8159
Email: Dean@steveandsonsinc.com

Name & address of Organization for which license is sought: St. Athanasius the Great Greek Orthodox Church
Arlington MA 02476

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):
Bar Manager - Mark Ypsilantis (Tip Certified) & Asst. Manager Christian Makredes (Tip Certified)

Address, phone & e-mail contact information: 39 Maynard Street Arlington MA Cell: 781-724-6973; mypsilantis@gmail.com

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? YES If so, please give date(s) of Special Licenses and/or applications and title of event(s). May 31, June 1 2 3 Greek Festival

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?
yes this is an annual event

24-Hour contact number for Responsible Manager of Alcohol Event date: See Above

Title of Event: Opa Kouzina

Date/time of Event: October 12 13 14

Location of Event: 4 Appleton Street Arlington MA

Location/Event Coordinator: Dean Ioakimidis, Parish Council President

Method(s) of invitation/publicity for Event: Banners, Newspapers, Flyer's & Radios

Number of people expected to attend: 600 over the 3 days

Expected admission/ticket prices: No admission cost

Expected prices for food and beverages (alcoholic and non-alcoholic): Beer \$6-\$8 - Wine \$7(glass), \$20-\$22 (poured Bottle)
Food Prices Range from \$6 - \$25.

Will persons under age 21 be on premises? YES

If "yes," please detail plan to prevent access of minors to alcoholic beverages. Govt. issued ID required for purchase

Have you consulted with the Department of Police Services about your security plan for the Event?
Yes the security plan has been forwarded for review.

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

OFC. Corey P. Roteau
OFC. Corey P. Roteau
Printed name/title

Date 9-20-18

POLICE COMMENTS:

We waive the detail requirement as this appears to be an average 20 ppl/hr. However if crowds increase and complaints are received we will revisit the requirement.

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

Beer & Wine only

What types of food and non-alcoholic beverages do you plan to serve at the Event? _____

Greek cuisine & pastries along with soft drinks and water.

Who will be responsible for serving alcoholic beverages at the Event? All bar servers are over the age of 21 and have 10-15 years experience serving beer and wine at this event.

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Bar Manager - Mark Ypsilantis (Tip Certified) & Asst. Manager Christian Makredes (Tip Certified)

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Mark Ypsilantis, Age 53(DOB 4/22/65); Randy Fassas, age56 (DOB6/27/62; Nick Ypsilantis, Age 60 (DOB 3/30/58),

Christian Makredes, Age 46 (DOB 8/26/72) Evan Ypsilantis, age 57 (11/12/59), David Schubert

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) AKG Distributors (Greek Beer & Wine) & Anheuser Busch

Date of Delivery: October 11

Alcohol Serving Time (s): Friday October 12 11am -10pm - Saturday October 13 11am-

Sunday October 14 11am -8pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
any excess beer or wine will be returned to the wholesaler for a credit or disposed of.

Wholesaler will pick up all alcohol the day after the event on October 15 2018.

Date of Pick-Up: October 15 2018

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) See attached documents.

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Dean Ioakimidis

Printed title & Organization name: Parish Council President, Saint Athanasius the Great Greek Orthodox Church

Email: Dean@steveandsonsinc.com

Opa Kouzina 2018 - Security Plan

Event Dates: October 12 – 11am to 10pm
 October 13 - 11am to 10pm
 October 14 - 11am to 8pm

Saint Athanasius the Great Greek Orthodox church also known as the Greek Orthodox Church of Arlington believes in providing a safe, secure and pleasant experience for all that attend our Opa Kouzina. Below is our detailed plan for this event.

Opa Kouzina will open with limited scope; Traditional Greek Specialty dishes, pastry and Bar sections will be available. We expect significantly light attendance. There will be no exterior tents, this event is solely restricted to the church's first floor in the James Bouboulis auditorium.

Crowd control

Only one bar will be located inside the church in the James Bouboulis auditorium. A photo copied driver's license of all listed bar tenders and a photo copy of certification of those who are all T.I.P.S. certified will be made available to the board of selectmen. At least one T.I.P.S certified volunteer will be present at all times in the bar area.

Dealing with unruly patrons

Any patron of the St. Athanasius the Great Opa Kouzina will be spoken to by a authorized manager of the event. Once the situation is assessed and it is determined that the person or persons are no longer welcomed at the Opa Kouzina they will be asked to leave St. Athanasius property.

Emergency evacuations

In the event of an emergency situation or natural disaster all patrons and volunteers will be instructed to seek safe shelter in the lower level of St. Athanasius the Great Church James Bouboulis auditorium or 10 Acton Street (St. Athanasius School building). All St. Athanasius volunteers will be instructed by the event manager along with the board of directors to direct all patrons to safe shelter points.

Controlling access to alcohol by under aged persons.

A bar manager will be present at all times during the event. T.I.P.S. certified staff will be present at all times and will ensure proper policies and state laws are being adhered to. At any time St.

Athanasius and its bar staff reserve the right to stop the sale of alcohol to any persons who do not have a state issued license or if the bar tender (using his training skills) does not feel comfortable serving a patron. All patrons looking to purchase alcohol will be asked to provide proper state issued identification. All alcohol will be secured and only bar managers will have authority to control inventory. Persons 21 or older will only be served alcohol per Massachusetts State Law.

Only one bar will be located in the James Bouboulis auditorium which is located inside the church's first floor. A photo copied driver's license of all listed bar tenders and a photo copy of certification of those who are all T.I.P.S. certified will be made available to the board of selectmen. At least one T.I.P.S certified volunteer will be present at all times at the bar area.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER COMPASS ROSE SERVICES INC. 80 MAIDEN LANE, SUITE 701 NEW YORK NY 10038-	CONTACT NAME:	
	PHONE (A/C, No. Ext.): (212) 406-4004 FAX (A/C, No.): (212) 406-4225	
INSURED St. Athansios The Great Greek Orthodox Church 4 Appleton Street Arlington, MA 02476-	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: GREAT AMERICAN INSURANCE CO.	
	INSURER B: FIREMANS FUND	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

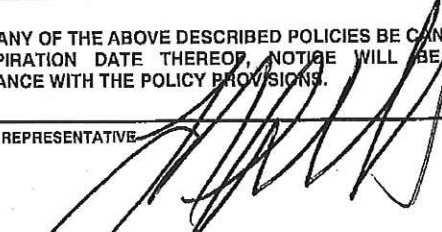
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PAC 0255589	03/06/2018	03/06/2019	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				/ /	/ /	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR				/ /	/ /	MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> LIQ LIAB AGG \$3,000,000				/ /	/ /	PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				/ /	/ /	GENERAL AGGREGATE \$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG				/ /	/ /	PRODUCTS - COMP/OP AGG \$ 3,000,000
					/ /	/ /	\$ 1,000,000
	AUTOMOBILE LIABILITY				/ /	/ /	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				/ /	/ /	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				/ /	/ /	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				/ /	/ /	PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				/ /	/ /	\$
	<input type="checkbox"/> NON-OWNED AUTOS				/ /	/ /	\$
B	UMBRELLA LIAB			SSE-000-7901-0903	03/06/2018	03/06/2019	EACH OCCURRENCE \$ 10,000,000
	EXCESS LIAB				/ /	/ /	AGGREGATE \$ 10,000,000
	<input type="checkbox"/> CLAIMS-MADE				/ /	/ /	\$
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000				/ /	/ /	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				/ /	/ /	WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)				/ /	/ /	E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below				/ /	/ /	E.L. DISEASE - EA EMPLOYEE \$
					/ /	/ /	E.L. DISEASE - POLICY LIMIT \$
					/ /	/ /	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Below certificate holder, for the period October 8, 2018 through October 20, 2018 including set up and take down, with regard to the greek food festival, is added as an additional insured.

CERTIFICATE HOLDER

CANCELLATION

() - () - Town of Arlington 730 Massachusetts Ave. Arlington, MA 02476-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

ACORD 25 (2010/05)

INS025 (201005).01

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Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0

provided by Health Communications, Inc.
is hereby granted to:

Mark Ypsilantis

For coursework completed on May 31, 2012

Certification documents to be sent to:
39 Maynard St, Arlington, MA 02474-2317



HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.





Town of Arlington, Massachusetts

Community Preservation Committee

Summary:

Clarissa Rowe, (term to expire 6/30/2020)

Charlie McCabe (term to expire 6/30/2021)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Rowe_appt.pdf	Rowe Reference
▢	Reference Material	McCabe_appt.pdf	McCabe Reference



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 7, 2018

TO: Board Members

SUBJECT: Appointment to the Community Preservation Commission

This memo is to request the Board's approval of my appointment of Clarissa Rowe, Arlington, MA, to the Community Preservation Commission, with a term expiration of 6/30/2020.

A handwritten signature in cursive script that reads "Adam W. Chapdelaine".
Town Manager

Brown, Richardson & Rowe, Inc.
Landscape Architects and Planners

July 7, 2015, updated on July 11, 2018

Adam Chapdelaine
Town Manager
Town Hall
Arlington, Massachusetts
Via Email

RE: Interest in being appointed to the Community Preservation Act Committee

Dear Adam: I am interested in being appointed to the CPC again. As you know, I am passionately interested in parks and our historic resources. And, in my work, with the statewide Community Preservation Coalition and with the Housing Corporation of Arlington, I have expanded my interests to affordable housing statewide and in Arlington.

As part of the statewide Community Preservation Coalition, I worked to get the Act passed in legislature in 2001, attended the signing with Gov. Cellucci at Stonehurst in Waltham, and have been head of the statewide Coalition Steering Committee until I stepped down last month. The dream of 2001 is now a reality in 47 percent of the Commonwealth. For example, with thousands of affordable housing units have been provided throughout the state.

I live in East Arlington, and have been active in Arlington politics for decades. I helped found the Friends of Menotomy Rocks Park and the Arlington Land Trust, among other organizations. As a Selectman, I worked with Brian Sullivan on budgets and, behind the scenes, in getting him to bend during the GIC negotiations. My role, as one of the leaders of "Yes for Arlington", also assisted the Town, the Town Manager and the Board of Selectmen in securing a financial future for Arlington for almost a decade.

Having run my own landscape architectural business for 37 years, I am financially savvy, if not public about it. I run large design and construction projects for the Executive Office of Environmental Affairs' Gateway City Parks Program. In the last year, the value of the work under construction totaled about 15-20 million dollars. I invite your interviewing committee to look at my attached resume and to visit my website listed above.

My work to stop the Mugar development is not out of character. East Arlington is plagued with flooding and has been for decades. I am first a landscape architect who understands the land. The land cannot support a 219 unit development that will push water into my neighborhood. I strongly support the HCA's 40B development on Westminster and their other efforts.

My long career and my work in Arlington has made me a pragmatist. I compromise when needed. I think that the Arlington CPC process should be one of listening and gathering information from the community first of all. The Community Process is integral to a successful outcome for the CPA in Arlington. There are a lot of differed CPA projects that



CLARISSA ROWE, ASLA

Landscape Principal

EDUCATION

Conway School of Landscape
Design, Masters in L.A.

Bryn Mawr College, Bachelor of Arts

REGISTRATIONS

Registered Landscape Architect in
Massachusetts [Reg. #675]

AFFILIATIONS

ASLA Member: American Society
of Landscape Architects

Chair: Community Preservation
Coalition, Boston, Massachusetts

Former Selectman and Chair: Board
of the Selectmen, Arlington, MA

AWARDS

2011 Preservation Achievement
Award for Georges Island Visitor
Center: Boston, MA

2010 Paul E. Tsongas Profiles
in Preservation Award from
Preservation Massachusetts

2007 Conservationist of the Year
Award

PUBLICATIONS

*Update to the Capital Needs Projects
in Boston Common and the Public
Garden: for the Friends of the Public
Garden [May 2014]*

*Special Events on the Boston
Common: Best Management Practices
for the Friends of the Public Garden
[July 2008]*

*Capital Needs Projects in Boston
Common and the Public Garden for
the Friends of the Public Garden
[March 2006]*

Clarissa has been a registered landscape architect for over 35 years. Clarissa's experience has centered on public work and non-profits- parks, waterfront parks, historic preservation and restoration projects. She is currently the principal-in-charge of the firm's work for the Massachusetts' Energy and Environmental Affairs' Gateway City Parks program. Major historic projects include: the Boston Public Garden and Common Capital Improvements Project and Boarding House Park in Lowell, MA. She has worked on three islands in Boston Harbor. Clarissa is available to devote the time needed for this project.

PROFESSIONAL EXPERIENCE

Historic Landscapes

The Boston Public Garden and Common
Capital Improvements Project, Friends of the
Boston Public Garden and Common

Boston Common Visitors Center: Boston, MA
with The MacPherson Partnership for the
Program on Public Space Partnerships, City of
Cambridge

Georges Island Visitors Center, Boston, MA
for McGinley, Kalsow Associates, and DCR

Manchester Amoskeag Millyard Riverfront Park
System Master Plan/Printworks Park, Gateway
Park, and Arms Park Promenade and Steps:
Manchester, NH
for the Parks and Recreation Department

Chestnut Hill Waterworks Redevelopment:
Boston, MA for JV Diamond & Co., E. O. Fish

Paul Revere House Property: Boston, MA with
Fennick McCredie for Paul Revere Memorial
Association

Corson Block: New Bedford, MA for the
National Park Service

Winthrop Park & Harvard Square: Cambridge,
MA for the Program on Public Space
Partnerships, City of Cambridge Community
Development and Winthrop Park Trust

Parks

Shipyard Park, Phase III, Charlestown Navy
Yard, Charlestown, MA for the BRA

Nathan Tufts Park Somerville, MA
for the City of Somerville

Pedlocks Island: Boston Harbor, MA
with Bruner Cott for the Island Alliance

Cape Cod National Seashore General
Management Plan: Cape Cod, MA
for the National Park Service

Gateway City Parks Program, for the Executive
Office of Energy and Environmental Affairs:

Brockton City Hall Plaza: Brockton, MA

Veterans' Memorial Park: Holyoke, MA

Halls Pond Sanctuary Restoration Project:
Brookline, MA for the Town of Brookline

Alewife Brook and Mystic Valley Park Lands:
Cambridge-Somerville-Medford, MA, for the
MDC

Corporate + Commercial

Chatham Bars Inn and Resort: Chatham, MA
for Capital Properties, Inc.

Boott Mills Canalway Project: Lowell, MA for
Congress Group Properties

Land Reclamation

Spectacle Island, Boston Harbor, MA, with
Weston & Sampson/ Century Engineering for
the Massachusetts Highway Department

Jack Kerouac Park, Lowell National Historical
Park, Lowell, MA, for Lowell Historic
Preservation Commission and the NPS

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 17, 2018

Clarissa Rowe

Arlington, MA 02474

Re: Appointment: Community Preservation Committee

Dear Clarissa:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 7, 2018

TO: Board Members

SUBJECT: Appointment to the Community Preservation Commission

This memo is to request the Board's approval of my appointment of Charlie McCabe, Arlington, MA, to the Community Preservation Commission, with a term expiration of 6/30/2021.


Town Manager

Charlie McCabe

Arlington, MA 02474

July 24, 2018

Town Manager Adam Chapdelaine
Town of Arlington
Via email.

Mr. Chapdelaine,

I'm submitting this letter of interest and my resume (attached) as my application for a position on the Community Preservation Act town committee. The Community Preservation Act is a unique opportunity for the Town of Arlington and I'm eager to assist in its implementation and continuing success. I was proud to vote for the Town to become a CPA town and have been thrilled with the investments thus far. CPA is unique in the United States, allowing for public funds to be raised and managed locally for public benefit projects.

I've worked for parks and public spaces non-profits for the last eleven years and have served as a volunteer working on park and public space projects for several decades in Austin, New York City as well as here in the Boston area. I'm well versed in the challenges with funding projects in the public realm as well with the challenges of raising funds for public-private partnerships. I hope to apply my expertise and interest in the decisions that the committee is responsible for, as well as serving as a resource for the Town staff managing the CPA process and projects.

I'm also proud to be a home owner in Arlington since 2013, living here for much of that time, excluding a one-year stint in Brooklyn, NY while I was pursuing a graduate degree. My Father was raised in Belmont, I have several aunts that live in Arlington Heights and I grew up in several towns and cities in the greater Boston area.

I should note that the Community Preservation Coalition (CPC), a 501c3 non-profit, does operate out of the same offices in Boston where I work for the Trust for Public Land. That said, my focus in research and analysis on city park systems as well as related funding and benefits of public parks nationwide. Apart from the occasional question from CPC staff as well as social interaction, I am not involved in their day to day activities.

Thank you for this opportunity and if I can answer questions about my interest or my expertise, please do not hesitate to contact me by email or phone.

Yours truly,

Charlie McCabe

Charlie McCabe

Arlington, MA 02474

Profile: Non-profit professional with extensive experience in programming, fundraising, project management and community outreach. 11 years working in parks non-profits, with a focus on urban parks, urban public spaces, trails, programming, events and community outreach. Extensive experience in a Fortune 100 company as a manager, project leader and technical support specialist.

Current: *Director, Center for City Park Excellence, The Trust for Public Land, Boston, MA.*
January 2017-present (non-profit organization)

- Research, report and advocacy for urban public parks across the US. Publish annual reports (City Park Facts) and ranking public park systems (parkscore.tpl.org) in the 100 largest US Cities as well as special reports and research for TPL staff and client organizations.

Work Experience:

Seasonal Horticulturist, Rose Kennedy Greenway Conservancy, Boston, MA.
October 17-November 18, 2016 (non-profit foundation)

- Assisted with daily operation and maintenance activities of the 17-acre organically maintained urban park, including weeding, planting, and assisting with 8 volunteer workdays.

Research and Planning Fellow, New Yorkers for Parks, New York NY.
May to July 2016 (non-profit foundation)

- Assisted in research and reviews of the latest Report Card on Parks.
- Developed physical activity park survey for six parks in the Bronx, using the SOPARC method developed by the RAND Corporation with fellow intern and trained three interns on the methods, working in the parks over the course of a month. Analyzed and reported on data for client, Bronx Community Health Network.

Jane Jacobs at 100 Fellow, Municipal Art Society, New York, NY.
February to May 2016 (non-profit foundation)

- Managed outreach and collaboration efforts to recruit programs, events, exhibitions and tours to celebrate the 100th Anniversary of Jane Jacobs's birthday. Helped scope and test dedicated website for celebration at www.jj100.org. Uploaded and approved events and programs, as well as writing and managing content for blog, social media and more.
- Assisted colleague with outreach, training, website content and logistics/coordination efforts for the annual Jane's Walk Weekend, with over 250 walks/tours through New York City.

Director of Public Programs, Rose Kennedy Greenway Conservancy, Boston, MA.
February 2012 to July 2015 (non-profit foundation)

- Managed 4-person team providing programming, including public events, markets, exercise classes, programs and our food vending program with 30 food trucks and trikes in 2015, Greenway Carousel operation as well as public relations, communications and IT support. Grew program and event count from 225 in 2012 to over 300 in 2014.
- Worked with consultants to provide earned media and PR coverage from January 2013 to February 2015. Worked with part-time communications coordinator to provide web site, social media, and traditional communications coverage as well as photography and video creation from February 2012 to July 2015. (cont'd)

- Attendance (food vending, Wi-Fi, events/programs, and carousel visitation) grew from 372,000 in 2011 to 1,194,000 in 2015. Revenues grew from \$250,000 in 2012 to over \$650,000 in 2014.

*Executive Director, **Austin Parks Foundation**, Austin TX.*

June 2005 to February 2012 (non-profit foundation)

- Managed three-person team providing accounting, membership, communications, marketing, and program management for a variety of direct projects ranging from programming to park improvements
- Established partnership with the Austin City Limits Music Festival, the City of Austin Parks and Recreation Department and the Austin Parks Foundation, resulting in 8.25% of tickets sales donated to the foundation annually. Funds were used to fund over \$3.5 M in improvements to the festival site at Zilker Park as well as fund neighborhood park grants and park improvements citywide. Partnership continues to present in enhanced form.
- Led all social media efforts, including the Foundation blog and Twitter and Facebook updates.
- Promoted the organization through frequent print, television, and radio appearances.
- Grew Foundation budget and revenues from \$174,000 in 2005 to \$812,000 in 2011, including park grants, volunteer events, and fundraising efforts.
- Expanded Adopt-a-Park services from 18 community groups to more than 95 community groups providing start-up support, fiscal services, technical expertise, fundraising and hands-on project management for a wide variety of community groups working on park improvement projects.

*Senior Manager, Service & Support Web Sites 1996 – 2004, **Apple, Inc.**, Austin, TX (consumer electronics)*

- Managed team ranging from 10 to 22 people providing customer technical support and service web sites. Duties included web site design, management, design, technical content, and interactive (discussion, email) support with staff working in multiple locations in the USA, Europe, and Asia.
- Worked collaboratively with Apple staff in multiple countries to provide technical support content in seven languages: English, Japanese, French, German, Italian, Dutch and Spanish.
- Received Number 1 rating from Consumer Reports for web-based support in 2003 and 2004.

*Various Technical Specialist Roles 1988 – 1996, **Apple, Inc.**, Cupertino, CA and Austin, TX (consumer electronics) Additional Roles in Technical Support and Software and hardware sales 1986 – 1988 Bay Area, CA. consumer electronics.*

Education:

Master of Science, Urban Placemaking and Management, February 2017. Pratt Institute, Brooklyn, NY.
Bachelor of Arts, History and Political Science (double major), May 1986, Colby College, Waterville, ME.

Volunteer Experience:

- City Parks Alliance. Board Member (April 2011-June 2018) Co-chair, Membership & Development Committee (2013-2017) member, Executive Committee (2015-2017)
- Horticultural and Programs Volunteer, Rose Kennedy Greenway. (August 2016-present) Assistance with large programs (Free Carousel Day) as well as volunteer weeding and planting workdays.
- Zone Horticultural Volunteer, Brooklyn Bridge Park. Worked one half-day each week with park horticulturalist(s) planting, weeding, watering and mulching existing and newly planted park grounds. August-December 2015.
- Volunteer, Thursday Corps, Prospect Park Alliance. Weeding, planting, mulching & clean-up of park locations, working with 20-30 volunteers and staff on a weekly basis. August-November 2015.

- City of Austin Bicycle Advisory Committee (2008-2011). Advised city staff on upcoming bike and pedestrian projects.
- EarthShare. Board Member, representing Texas Affiliate (September 2007-December 2012)
- EarthShare of Texas. Governing Board member (2007-2011) Board Chair (2010-2011)
- Bull Creek Foundation. Volunteer Trail Project Leader (1996-2006) Led efforts to design, build and maintain approximately 5.5 miles of sustainable natural surface hike and bike trails on city park land.

Fun Facts: Active in biking, hiking, trail work, park horticulture and gardening. Love to travel and visit cities and compare public spaces, ability to cycle and walk and enjoy an active urban lifestyle.

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 17, 2018

Charlie McCabe

Arlington, MA 02474

Re: Appointment: Community Preservation Committee

Dear Mr. McCabe:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Council on Aging

Summary:

Anne K. Brown (term to expire 6/30/2020)

Nancy Cox

Mary Hung

Michael Quinn

(terms to expire 6/30/2021)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Brown_appt..pdf	A. Brown reference
▢	Reference Material	Cox_appt.pdf	N. Cox reference
▢	Reference Material	Hung_appt.pdf	M. Hung reference
▢	Reference Material	Quinn_appt.pdf	M. Quinn reference



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 20, 2018
TO: Board Members
SUBJECT: Appointment to the Council on Aging

This memo is to request the Board's approval of my appointment of Anne Brown, Arlington, MA, to the Council on Aging, with a term expiration of 6/30/2020.


Town Manager

Anne K. Brown

Arlington, MA 02474

EDUCATION

Northeastern University School of Law, Boston, MA
J.D., May 1999, Retired from the Massachusetts and New York State Bars

Saint Joseph College, West Hartford, CT
M.A. in Counseling, May 1991

University of Rhode Island, Kingston, RI
B.S. in Marketing, May 1988

National Student Exchange Program: **University of Alabama**, Tuscaloosa, AL, Fall 1987

PROFESSIONAL & RELATED EXPERIENCE

Bunker Hill Community College, Boston, MA
Associate Dean of Enrollment Services & LifeMap

September 2014 – present

- Assist Dean of Enrollment Management & LifeMap with all duties related to overseeing a multi-unit department committed to a student centered philosophy including process and policy development and revision, hiring, training, supervising and supporting staff, and budgeting.
- Resolve student academic issues and concerns; advocating for students with faculty, staff or the administration.
- Work collaboratively with Integrated Marketing and Communications Department to develop print and online materials for enrollment and retention strategies.
- Member of interdisciplinary behavioral intervention team; meeting weekly to determine strategies for working with at-risk students.
- Initiated a cross departmental team to develop a Ready-Set-Go philosophy, process and checklist; providing a clearer more transparent path to enrollment for newly accepted students.
- Worked collaboratively on a cross departmental team to develop Student Central; combining our academic records, financial aid and student payment areas into a one-stop shop.
- Assumed oversight of semester course scheduling for spring 2016 through fall 2017; working with Department Chairs and Deans. Developed, communicated and adhered to tight production deadlines resulting in the release of a schedule a week earlier than previous semesters, allowing students/staff ability to see and plan prior to the start of registration cycle.

Executive Director Advising/Counseling & Assessment
Director of Advising/Counseling & Assessment

January 2014- September 2014
March 2005 – January 2014

Administrative Responsibilities:

- Managed Advising Center, Assessment Center and Career Services with a budget of over \$450,000.
- Supervised between 11-16 full time staff. Hired, trained and supervised a myriad of part time staff including part time professional staff, graduate assistants, peer advisors and work study students.
- Oversaw Advising Center with enrollments increasing from 7,800 to over 13,600 students.

Advising, Assessment, Academic Support and Oversight:

- Developed and implemented a group advising process. With over 3,000 new, transfer and readmitted students participating in this collaboration between Advising and Student Activities each year.

Anne Brown, page 2

- Coordinated collection of documentation related to special need accommodations. Met with students seeking accommodations to determine appropriate assistance. Worked collaboratively with college psychologist, Writing Center Director, and Faculty to accommodate the special needs of students.

Event Planning:

- Planned and implemented first Parent Orientation program and coordinated academic related activities during New Student Orientation.
- Oversaw annual Campus wide Open House, all-campus Field Trip Day (transporting 300 students to at least 3 locations in New York) and Spring Career/Art Activity Day.

Committee Responsibilities:

- Served on Curriculum, Retention and Orientation Committees and Probation/Dismissal Panels.
- Served on hiring committees for Registrar, Dean of Student Services, Writing Center Director and Career Services Director.

Bunker Hill Community College, Boston, MA

Suffolk County Women's Resource Center

April 2002 – April 2003

Educational Coordinator

Offender Re-entry Program

February 2002 – February 2003

Academic Instructor

New England Resource Center for Higher Education, Boston, MA

September 2000 – June 2001

University of Massachusetts Boston

Associate Director, Civic Engagement Cluster: W.K. Kellogg Foundation Grant Project.

Wheelock College, Boston MA

August 1996 – May 1998

Residence Hall Director: Part-time live-in professional.

Women's Center of Southeastern Connecticut, Inc., New London, CT

November 1994 – August 1996

Director of Community Education and Outreach: Domestic Violence and Rape Crisis Center

Boston College, Chestnut Hill, MA

July 1991 – June 1994

Residence Hall Director: Full-time, live-in professional for buildings housing up to 800 students

LEGAL EXPERIENCE

Lohman, Schwab and Associates, Geneva, Switzerland

December 1998 – February 1999

Intern: small international commercial firm; international civil servant client base.

United States Department of Justice, Tax Division, Washington, DC

May 1998 – August 1988

Summer Intern: Civil Trial Division and Criminal Trial Division.

The Honorable Bruce M. Selya, First Circuit, Providence, RI

November 1987 – February 1998

Intern: legal clerk for First Circuit Court of Appeals Judge.

Public Defender Service, Mental Health Division, Washington, DC

May 1997 – August 1997

Investigator: government agency; civil defense of client's committed to psychiatric facilities.

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 13, 2018

Anne K. Brown

Arlington, MA 02474

Re: Appointment: Council on Aging

Dear Ms. Brown:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 20, 2018
TO: Board Members
SUBJECT: Appointment to the Council on Aging

This memo is to request the Board's approval of my appointment of Nancy Cox, Arlington, MA, to the Council on Aging, with a term expiration of 6/30/2021.

Adam Chapdelaine
Town Manager

From: "TownManager" <TownManager@town.arlington.ma.us>
To: "Christine Bongiorno" <CBongiorno@town.arlington.ma.us>
Cc: "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>
Date: 05/14/2018 08:54 AM
Subject: Fwd: Council on Aging Vacancies

-----Original Message-----

From: Adam, Chapdelaine
To: townmanager@town.arlington.ma.us
Date: Thu, 10 May 2018 16:24:13 -0400
Subject: Council on Aging Vacancies

Adam, Chapdelaine
Town Manager
730 Massachusetts Ave
Arlington , MA 02474

Mr. Chapdelaine,

Enclosed please find my letter of interest for one of 3 vacancies for a position on the board of the Council on Aging.

At this time , I am newly retired (September 2018) and have been an Arlington resident for 42 years.

Prior to my retirement, I was employed as a Registered Nurse for 48 years and was a certified RN Case Manager for 35 of those years.

My recent experience was @ Spaulding Rehabilitation Hospital , both Boston and Cambridge campuses, Tufts Health Plan and for 16 years @ Cambridge Health Alliance.

This position brings extensive background with assisting patients and their families to create and implement individual care plans based on psycho social, medical and financial needs.

My career includes 35 years in both the Acute care and Rehabilitation with a background in Palliative Care and Hospice.

As a Case Manager , I was very involved with the Geriatric population secondary to patient assessment and discharge planning along with utilization review.

I became very familiar with multiple community agencies.

Those agencies included, Elder Services, Elder Service Plans, Visiting Nurse and Hospice. I also discharged patients to both Acute and Skilled Rehabilitation facilities and Assisted Living Programs.

It was my responsibility to help patients and their families to determine the best and safest plan ,including home, upon discharge from the hospital.

I would be very interested in a position and hope to hear from the Council on Aging.

At this time I am currently Certified and my RN license is active.
I would be happy to send an updated resume and also references.

Thank you for your time and consideration.

Sincerely,

Nancy L Cox
1/23/48

Arlington MA 02474
781-641-0807
nancy.l.cox23@gmail.com

Attachments:

File: [ATT00002.txt](#) Size: 2k Content Type: text/plain

File: [ATT00003.html](#) (Shown Inline) Size: 3k Content Type: text/html

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 13, 2018

Nancy Cox

Arlington, MA 02474

Re: Appointment: Council on Aging

Dear Ms. Cox:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 20, 2018
TO: Board Members
SUBJECT: Appointment to the Council on Aging

This memo is to request the Board's approval of my appointment of Mary Hung, Arlington, MA, to the Council on Aging, with a term expiration of 6/30/2021.

Adam Chapdelaine
Town Manager

The Honorable Adam Chapdelaine
Town Manager
Arlington Town Hall
730 Mass Ave
Arlington MA 02476

May 26, 2018

Dear Sir:


My name is Mary Hung and I am writing you relative to my interest in serving as a board member on the Council on Aging.

My husband and I have been Arlington residents since 1975 and I am a recent retiree from the US Postal Service after 31 years of active service. Since retirement, I have been searching and finding many enjoyable activities available for senior citizens in the town of Arlington. This is a direct result of the town's strategic plan to include its senior citizens to achieve better physical and mental health during their active retirement phase of their lives.

I am very interested in becoming a board member to continue implementing a myriad of programs for our town's senior citizens. I am bilingual in Chinese and English and I am also a Notary Public for the Commonwealth of Massachusetts.

My email address is _____ for your reply. Thank you for your consideration.

Sincerely yours,


Mary Hung

Arlington MA 02476

OFFICE OF THE SELECT BOARD

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JOHN V. HURD



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781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 13, 2018

Mary Hung

Arlington, MA 02476

Re: Appointment: Council on Aging

Dear Ms. Hung:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 20, 2018
TO: Board Members
SUBJECT: Appointment to the Council on Aging

This memo is to request the Board's approval of my appointment of Michael Quinn, Arlington, MA, to the Council on Aging, with a term expiration of 6/30/2021.


Town Manager

From: Michael Quinn

To: townmanager@town.arlington.ma.us, Adam Chapdelaine <achapdelaine@town.arlington.ma.us>

Date: Sun, 22 Jul 2018 18:44:15 -0400

Subject: offer to serve on the Council on Aging

Dear Adam Chapdelaine:

I understand the Arlington Council on Aging has vacancies. I am interested and willing to serve.

In brief, I teach Economics part-time at Tufts University and also work as an economist for Analysis Group, Inc. My undergraduate and graduate training are both in Economics.

I have been an Arlington resident since 1999, and have served on Town Meeting since 2003. We have two children at AHS. I also am an assistant Scoutmaster with Troop 313 out of St. Camillus.

My direct experience with the Council on Aging is somewhat limited. I volunteer at the Senior Center with Arlington's AARP Tax Aide program, where during tax season we do taxes, principally for the elderly. I enjoy that very much. Several times, I've run the wonderful 5k the Council puts on in September.

Thursdays at 6pm are an ideal meeting time for me.

I have always heard great things about the Council, and I would like to contribute to its future success.

If requested, I'm happy to provide a formal c.v. I've also been CORI'ed numerous times in the course of helping out with Arlington youth sports teams as well as with the Boy Scouts.

Please let me know if you have any questions.

Thank you.

Michael Quinn

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 13, 2018

Michael Quinn

Arlington, MA 02476

Re: Appointment: Council on Aging

Dear Mr. Quinn:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Recreational Marijuana Facilities & Medical Marijuana Treatment Centers Study Group (terms to expire 6/30/2021)

Summary:

Sarah J. Augood

Paul A. Czech

Joseph T. Moen

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	S._Augood_appt.pdf	S. Augood reference
▢	Reference Material	Czech_appt.pdf	P. Czech reference
▢	Reference Material	J._Moen_appt.pdf	J. Moen reference



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 17, 2018

TO: Board Members

SUBJECT: Appointment to the Recreational Marijuana Facilities & Medical Marijuana
Treatment Centers Study Group

This memo is to request the Board's approval of my appointment of Sarah Augood, Arlington, MA, to the Marijuana Facilities & Medical Marijuana Treatment Centers Study Group, with a term expiration of 6/30/2021.


Town Manager

Sarah J. Augood, Ph.D

July 29th, 2018

Adam Chapdelaine - Town Manager, Arlington

Email: achapdelaine@arlington.town.ma.us

Dear Mr. Chapdelaine,

Re: Marijuana Study Group

I read with interest the recent posting for the establishment of a Marijuana Study group to assist Arlington with establishing safe, effective and compliant regulations that align with M.G.L Chapter 40A. I am writing to offer my services to serve on the study group in the capacity as a Health and Safety professional, with experience in regulatory compliance and a Ph.D in Molecular Neuroscience which focused on the dopamine reward system in the human brain: the system that underlies addiction and the physiological response to opiates/marijuana . I have extensive experience authoring regulatory-complaint safety manuals and have recently joined the Arlington Youth Health and Safety Coalition (AYHSC) as a Parent Advisor.

I am a 15 year Arlington resident and have chosen to raise my family in this thriving community. In recent years it has become clear that the challenges that the community, and youth, face are new challenges that require thoughtful and informed decision-making strategies to allow Arlington to flourish with the legalization of medical marijuana thisand the residents to have confidence in new regulations that impact the health and welfare of the community.

I very much look forward to contributing to the Medical and Recreational Marijuana conversation and hope that I may have a seat on the study group. Attached is a summary of my experience in the Health & Safety and medical research field.

Should you have any questions please feel free to reach out,

Best,

Sarah J. Augood, Ph.D

6373@gmail.com

Sarah J. Augood, Ph.D.

Arlington, MA 02474

Scientific Environmental, Health & Safety (EHS) and Lab Management Professional

EHS professional and Ph.D trained neuroscientist with a strong background in biosafety and chemical safety with 20+ years of experience in regulatory compliance & laboratory safety program development and implementation. Organized and effective team leader, mentor and contributor.

Core Competencies and Areas of Expertise:

- Regulatory Compliance
- Manuals, Best Practice/SOP documents
- Biosafety & Institutional Biosafety Officer
- Chemical Safety & Hazardous Waste Management
- Safety Trainings - effective and practical
- Emergency Preparedness and Response
- Permits, Licenses and Registrations
- Risk assessments and PPE compliance
- Occupational Health/Blood Donations
- CMC, API and Potent Compound
- Incident Reporting/Root Cause Analysis
- Ergonomics – office and lab

Industry & Academic Experience:

- | | | |
|--------------------------------|-----------------------------------|-------------|
| • EHS & Lab Safety Solutions | Independent EHS/LabOps Consultant | current |
| • Agios Pharmaceuticals, Inc | EHS Manager & Lab Management | 2014 – 2017 |
| • Safety Partners , Inc. | Consulting Safety Officer | 2009 –2014 |
| • MGH & Harvard Medical School | Assistant Professor - Neurology | 1999 - 2007 |
| • Postdoctoral studies | Cambridge (U.K) and Auckland (NZ) | Pre 1999 |

Established publication, presentation and funding record including:

- 50+ scientific publications https://www.ncbi.nlm.nih.gov/pubmed/?term=Augood_SJ
- Invited speaker at local and international scientific symposia
- Successful in sourcing Federal & foundation grant funding (USA, U.K. & European)

Qualifications & Technical Proficiencies:

- Ph.D. Molecular Neuroscience – CNAa, University of London, U.K. – Dopamine System
- B.Sc. (Hons) Chemistry – University of East Anglia, Norwich, U.K.
- Mentor Mentored Harvard Undergraduate - Hoopes prize thesis awardee
- Mac/PC Microsoft Office, SharePoint, Oracle, Database Management & PhotoShop

Volunteer Experience:

- | | | |
|-------------------------------------|------------------------------|----------------|
| • Preschool childcare facility | Board Member | 2005 – 2007 |
| • Arlington Family Connection (AFC) | Playgroup/Event Organizer | 2007 – 2010 |
| • AYHSC | Parent Advisory Board Member | 2017 – current |
| • IBC Community Member | Arlington Board of Health | 2016 - current |

Other:

- Arlington resident since 2003 with commitment to helping build a healthy and safe environment for the community with a focus on youth, especially teens.

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 12, 2018

Sarah Augood

Arlington, MA 02474

Re: Appointment: Recreational Marijuana Facilities & Medical Marijuana Treatment
Centers Study Group

Dear Ms. Augood:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 17, 2018
TO: Board Members
SUBJECT: Appointment to the Recreational Marijuana Facilities & Medical Marijuana
Treatment Centers Study Group

This memo is to request the Board's approval of my appointment of Paul A. Czech, Arlington, MA, to the Marijuana Facilities & Medical Marijuana Treatment Centers Study Group, with a term expiration of 6/30/2021.


Town Manager

From: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
To: "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>
Date: 08/01/2018 08:18 AM
Subject: Fwd: Marijuana Facilities Study Group

Adam W. Chapdelaine
Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
(781) 316-3010

From: "TownManager" <TownManager@town.arlington.ma.us>
To: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
Date: Mon, 30 Jul 2018 08:43:31 -0400
Subject: Fwd: Marijuana Facilities Study Group

From: "Paul A. Czech, Esq." <Paul.A.Czech@town.arlington.ma.us>
To: <townmanager@town.arlington.ma.us>
Date: Fri, 27 Jul 2018 14:46:26 -0400
Subject: Marijuana Facilities Study Group

Hello Adam –

I hope this email finds you well and that you are enjoying your summer. If you recall, when we met to talk about my joining the Arlington Disability Commission, we discussed my interests in the growing cannabis industry and its potential overlap with the disability community so my interest in being considered as part of this study group should come as no surprise. I believe that my legal background and my advocacy interests make me an ideal candidate for participation in this proposed study group.

I have attached here for you a copy of my most recent resume which, unfortunately, has not been updated to represent my appointment to the Arlington Disability Commission. The resume also does not reflect my current work with the Association of Cannabis Specialists (the ACS). The ACS (I am a founding member and the group's treasurer) is a not-for-profit, membership driven organization that works to educate medical cannabis patients regarding the facts and science related to the appropriate uses and applications of medical cannabis. Our membership consists almost entirely of doctors and health care professionals who prescribe cannabis as part of their ordinary treatment protocols. My involvement with the ACS as an attorney stems from the ACS' mission of keeping apprised of government activities in relation to the cannabis industry and the effects those activities will have on medical cannabis patients. Regardless of whether you believe I should be a part of this study group or not I am advising you about the ACS because I believe they could potentially be a valuable resource to you and the Township as you consider the impact that allowing a cannabis dispensary to open in Arlington will have on all of the Township's residents.

I do, however, hope you will agree with me when I say that I would be a good fit for this study group and invite me to be a participant. If you have any questions for me, please do not hesitate to forward them along as I am more than happy to answer them for you. I want to thank you in advance for taking the time to review this submission. I very much look forward to hearing from you at your convenience.

Have a great weekend!

Best regards,
Paul

Paul A. Czech, Esquire

Attachments:

File:	Size:	Content Type:
<u>ATT00003.txt</u>	3k	text/plain

File:	Size:	Content Type:
<u>ATT00004.html</u> (Shown Inline)	7k	text/html

File:	Size:	Content Type:
<u>PAC resume.docx</u>	20k	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Paul A. Czech, Esquire
Arlington MA
LICENSED IN MA, NY, PA and NJ

SUMMARY OF SKILLS AND EXPERIENCE

- Significant track record of achievement in developing and growing client and business relationships
- Legal and business experience providing a foundation in negotiating, litigating, finding answers to complex problems, presenting with impact and influence, and closing deals.
- Managed staff and three office locations, mentoring their professional growth and development of legal knowledge
- Skilled litigator and case manager including State, Federal and Appellate matters

EDUCATION

Temple University School of Law, Philadelphia, PA

Juris Doctor, 1992

- *Political and Civil Rights Law Review*
- *Outstanding Oral Advocacy*
- *Moot Court*

Temple University, School of Communication, Philadelphia, PA

Bachelor of Arts, Communications

- *Deans List – 3 years, completed degree in 3 years*

PROFESSIONAL EXPERIENCE

PCG AGENCY, Boston, MA

General Counsel, 2007-Present

- Boutique Management Agency
- Construct and Negotiate Management, Royalty, Employment and other such necessary agency agreements
- Oversee all legal aspects of the business

COMPASS METRICS, Boston, MA

General Counsel, 2015

- Constructed and Negotiated Service Contracts
- Constructed Affirmative Action Diversity Plans
- Oversaw all legal aspects of the business
- Developed strategic business partnerships

LAW OFFICES OF PAUL A. CZECH, PC, Burlington, MA, Philadelphia, PA, Wynantskill, NY

Partner, 1997-2014

- Full trial litigation firm including personal injury, construction, products liability, medical malpractice, and domestic relations
- Counseled privately held businesses and not for profits on a broad range of litigations and transactions
- Developed strategic business partnerships for not for profit and for profit companies
- Obtained financial investment and support for not for profit and for profit companies
- Developed, engaged in and handled PR, media interaction and strategic marketing
- Constructed and reviewed contracts/agreements ranging from performance to partnership to purchase and sale
- Lead Counsel in all aspects of civil litigation – 100s of cases
- Case management and development skills include: initial client interviews, researching potential claims, developing case strategy, and advising clients on likely outcomes. Discovery experience includes taking 50+ expert and 100's of fact witness depositions, propounding and responding to interrogatories and managing document review teams
- Oral Advocacy included: arguing successful 3rd Circuit brief in favor of upholding Summary Judgment in Personal Jurisdiction matter against Viacom Entertainment, upholding evidence preclusion in a products liability matter with Sanctions, and countless trials, arbitrations, negotiations and settlement conferences.
- Broad range of substantive experience with disputes ranging from \$20,000 to \$5 million

- Broad range of substantive experience with disputes ranging from \$20,000 to \$5 million
- Developed, oversaw and managed 150-200 working client files each month (inception through trial)
- Oversaw staffing and management needs

STATE OF NEW YORK, APPELLATE DIVISION, Albany, NY

Attorney for the Child and Indigent, 2007-2014

- Represented children and the indigent involved in Juvenile Delinquency, Person in Need of Supervision, Custody, Guardianship, Adoption, Neglect and Abuse matters
- Lead Counsel handling all aspects of trial litigation from case intake through final disposition at trial
- Handled heavy caseload managing 25+ cases in active litigation at any one time
- Gathered evidence, wrote and presented Motions, conducted trial
- Engaged in intensive client contact and management

ICARUS DIGITAL, INC., Philadelphia, PA

General Counsel – 2004-2008

- Digital Download Company for Independent Music Labels
- Negotiated 100s of intellectual property contracts
- Developed and implemented strategic marketing

TRI-C MANAGEMENT/YB ENTERTAINMENT GROUP, INC., Philadelphia, PA

General Counsel, 2000-2004

- Full service music management company – Managed all intellectual property rights, PR, media and marketing

ANAPOL, SCHWARTZ, WEISS & COHAN, Philadelphia, PA

Senior Associate, 1994-1996

- Plaintiffs Medical Malpractice firm
- Full case management (200+ cases) from inception through trial or settlement including case review and analysis, physician depositions, motion practice, medical reviews, and brief writing.
- Lead Counsel on jury trial with verdict in excess of \$1 million.
- Second Chair on 25+ jury trial cases

MARKS, KENT & O'NEILL, Philadelphia, PA

Associate, 1992-1994

- Insurance Defense Litigation including construction, elevator/escalator, asbestos, over prescription, drowning, train and premises liability cases.
- Caseload of 150+ cases conducted intact, review, analysis, depositions, motions and brief preparation and arguments.

THE HONORABLE JAMES DELEON - STATE OF PENNSYLVANIA, Philadelphia, PA

Law Clerk, 1990-1991 - Conducted legal research, prepared bench memoranda, and drafted opinions

LECTURES & ARTICLES

- **Albany Law School - Lecturer** – *Intellectual Property*
- **WAMC (NPR affiliate)** – *Co-host Radio Show – Entertainment Law*
- **Our Town Magazine** – *Monthly Column Ask the Attorney*
- **MIDEM - SXSW- PopKomm** – *Lecturer- Publishing, contract negotiation, copyrights, management 2002-2010*
- **Hearing Loss Association of America** – *Lecturer - Loops, HAT's, Cochlear Implants*

CIVIC INVOLVEMENT & DISTINCTIONS

- **HLAA – Boston Chapter – Executive Board, 2015-present**
- **Stoneham Theater, Stoneham MA – Board of Directors, 2015 - present**
- **New York State Rehabilitation Council - Present – 3 year term**
- **Boys and Girls Club of America - Area Council Chairman for New York State – 2008-2012**
- **Boys and Girls Club of Southern Rensselaer County - Board of Directors – Board President 2012, Board Vice President 2010, 2011, Board Counsel 2008, 2009**

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 12, 2018

Paul Czech, Esquire

Arlington, MA 02476

Re: Appointment: Recreational Marijuana Facilities & Medical Marijuana Treatment
Centers Study Group

Dear Mr. Czech:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: September 17, 2018

TO: Board Members

SUBJECT: Appointment to the Recreational Marijuana Facilities & Medical Marijuana
Treatment Centers Study Group

This memo is to request the Board's approval of my appointment of Joseph T. Moen, Arlington, MA, to the Marijuana Facilities & Medical Marijuana Treatment Centers Study Group, with a term expiration of 6/30/2021.

Adam Chapdelaine
Town Manager

From: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
To: "Kristen DeFrancisco" <KDeFrancisco@town.arlington.ma.us>
Date: 08/01/2018 08:18 AM
Subject: Fwd: Recreational Marijuana Facilities & Medical Marijuana Treatment Centers Study Group

Adam W. Chapdelaine
Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
(781) 316-3010

From: "TownManager" <TownManager@town.arlington.ma.us>
To: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
Date: Wed, 01 Aug 2018 08:11:36 -0400
Subject: Fwd: Recreational Marijuana Facilities & Medical Marijuana Treatment Centers Study Group

From: Joe Moen
To: townmanager@town.arlington.ma.us
Date: Tue, 31 Jul 2018 15:49:37 -0400
Subject: Recreational Marijuana Facilities & Medical Marijuana Treatment Centers Study Group

Adam,

I'm interested in serving on the study group to review and make recommendations to zone for recreational marijuana facilities and possibly amend existing Arlington zoning for Medical Marijuana Treatment Centers.

As you know, I'm currently a member of the Town's Zoning Board of Appeals. I'm also an attorney who has worked with businesses in the medical and recreational marijuana industry for the last 5 years (since the enactment of the initial Massachusetts medical marijuana program), including advising on local permitting and representing dispensaries in seeking such approvals from Massachusetts municipalities. I'm very familiar with the new Massachusetts recreational cannabis laws, particularly as they apply to local control, and would be happy to assist the Town in formulating their approach to these facilities.

Please let me know if you would like my assistance and we can discuss further.

Respectfully,

--

Joseph T. Moen, Esq.

This email is intended for the confidential use of the addressees only. Because the information is subject to the attorney-client privilege and may be attorney work product, you should not file copies of this email with publicly accessible records. If you are not an addressee on this email or an addressee's authorized agent, you have received this email in error; please notify us immediately and do not further review, disseminate or copy this email. Thank you.

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 12, 2018

Joseph Moen, Esquire

Arlington, MA 02474

Re: Appointment: Recreational Marijuana Facilities & Medical Marijuana Treatment Centers Study Group

Dear Mr. Moen:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, September 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Punjab Restaurant Late Night Event, 10/31/18-11/1/18

Summary:

Punjab Restaurant, 485 Massachusetts Avenue, Jaspal S. Pabla

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Punjab_Extended_Hours_Request.pdf	Punjab Request for Extended Hours

LEONE & LEONE

ATTORNEYS AT LAW
637 MASSACHUSETTS AVENUE
ARLINGTON, MA 02476

DAVID A. LEONE
JOHN D. LEONE*
SUZANNE M. LEONE
*ALSO MEMBER OF NY BAR

TEL. (781) 648-2345
FAX. (781) 648-2544
www.Leonelaw.com

September 18, 2018

Town Of Arlington
Select Board
Town Hall
Arlington, MA. 02476

RE: Punjab Restaurant

Dear Select Board:

This office represents Paramveer Corporation d/b/a Punjab 485-487 Massachusetts Avenue, Arlington. Punjab Restaurant is a holder of an All Alcohol Restaurant License which has a regular closing time of 10:00 p.m.

On Wednesday, October 31st, 2018, Punjab Restaurant will be hosting a Halloween celebration, which is expected to run beyond the regular closing time of Punjab Restaurant.

Our client hereby requests an extension of its regular closing time of 10:00 p.m. on October 31st, 2018 to 1:00 a.m. on November 1, 2018. Punjab Restaurant hereby further agrees that it will resume its regular closing time of 10:00 p.m. as of the next business day.

VERY TRULY YOURS
LEONE & LEONE



John D. Leone

AGREEMENT FOR TEMPORARY INCREASE IN HOURS

Licensee: Punjab Restaurant
Licensed Premises: 485 Massachusetts Avenue
License No.: 00045-RS-0030
License Type: All Alcohol Restaurant
Expiration Date: 11/1/18

The license-holder referenced above has requested a one-day increase in its regular hours of operation to allow it to stay open until 1:00 am on November 1, 2018, which represents an extension of its regular closing time of 12/Midnight October 31, 2018.

In the event that the Board of Selectmen, as the local licensing authority, grants this request and in consideration thereof, the license-holder hereby (1) agrees to an immediate decrease in hours back to its regular closing time as of the first day the license-holder is open for business following the one-day increase described above; and (2) waives any right to notice or a public hearing under G.L. c. 138, § 12, ¶ 6, prior to returning to its regular hours.

This waiver shall apply only to the change in hours described herein and not to any decrease in hours that may arise in the future.



License Holder/Authorized Representative

9.19.18

Date



Town of Arlington, Massachusetts

For Approval: Artwork Along Mass. Ave. Corridor

Summary:

Cecily Miller, Arlington Public Art

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	APA_BRT_Pilot_Public_Art_Project.pdf	Presentation

PUBLIC ART AND THE ARLINGTON BRT PILOT

Arlington Public Art received a grant from the Barr Foundation to commission art in bus shelters along Mass Avenue and on other public locations along the Mass Ave Corridor. We are implementing this project in partnership with the Arlington Department of Planning and Community Development in close consultation with the MBTA.

PROJECT STARTING THEMES:

- nature, stewardship, and environmental sustainability;
- journeys and transformation;
- speed and movement; and,
- community and neighborhood.

PROJECT TIMELINE

Artwork will be installed throughout the month of October, 2018 on 4 bus shelters along Mass. Avenue.

PROJECT GOALS

- support implementation of the BRT Pilot by landmarking bus shelters with engaging art
- create a sense of journey by locating artwork along the route travelled by the bus down Mass. Avenue

Arlington

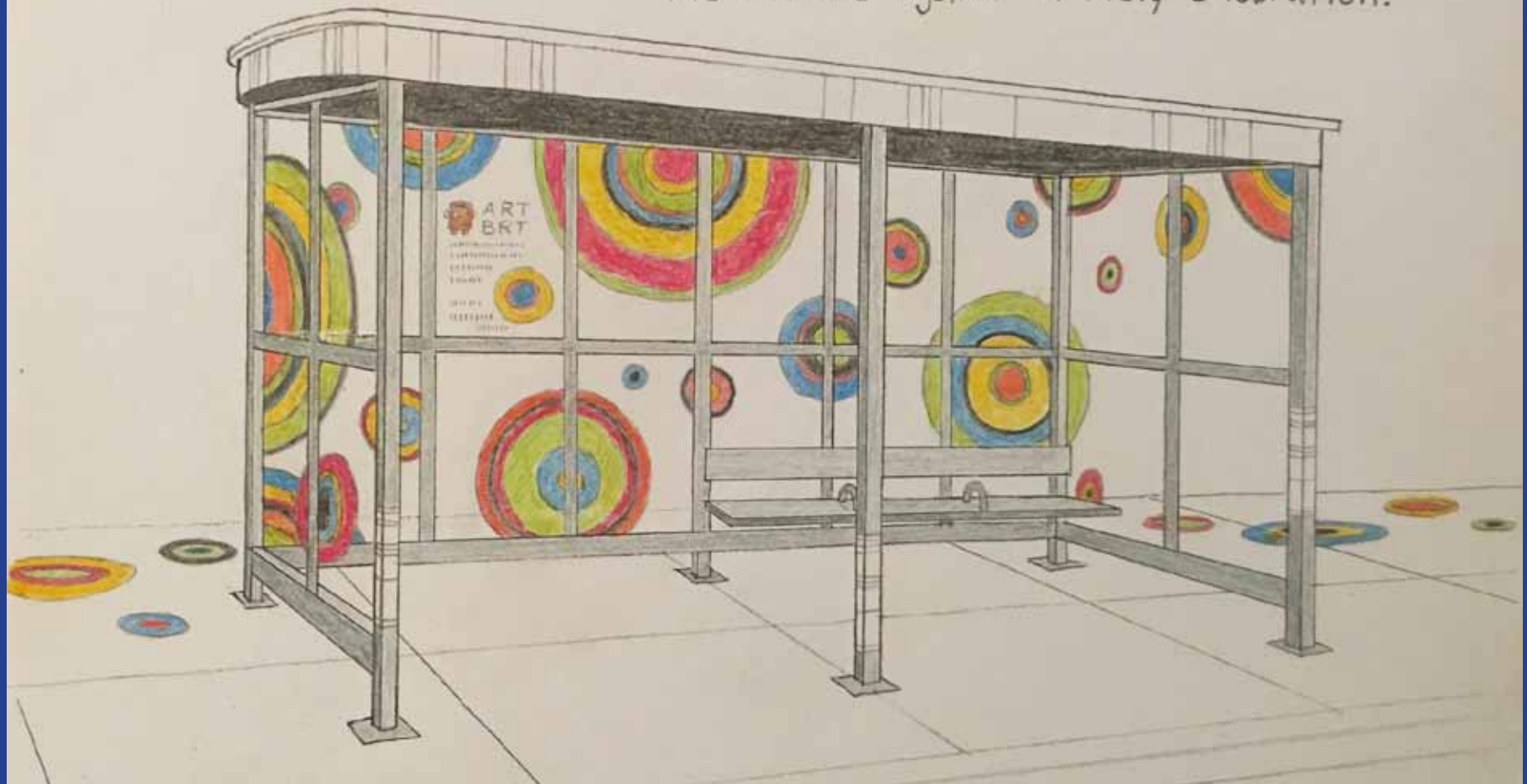


Eileen DeRosas will hand paint images of local animals onto her bus shelter using a painter marker that is easily removed.

Johnny Lapham

Arlington

Drawing 3: The colored discs climb onto the bus shelter as bright opaque multi-colored target designs while the bunting stripes arrive on the front posts and roof edge pulling all the elements together in lively celebration.



Johnny Lapham

Arlington

Painted Utility Box for Foster Street

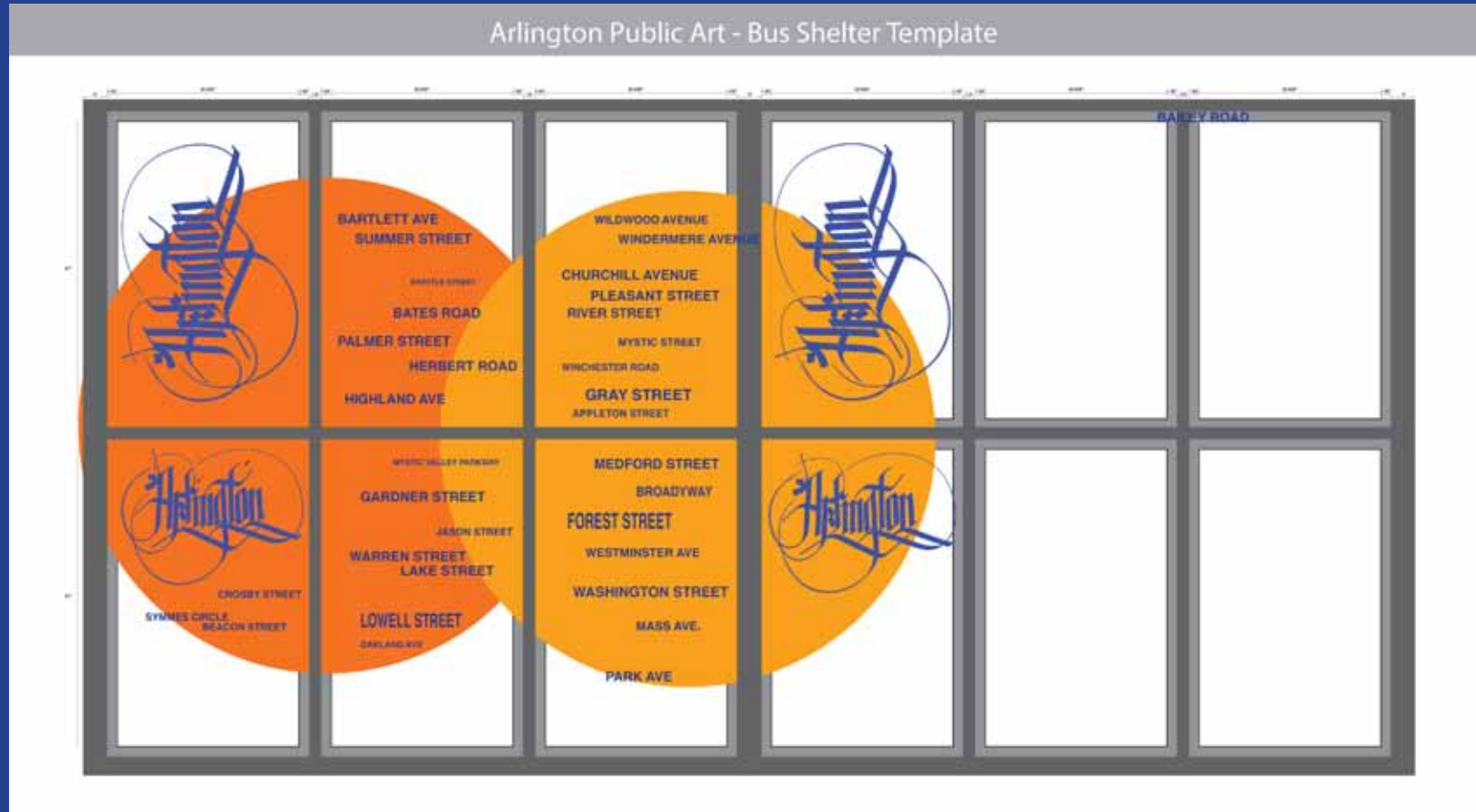
The utility box would be painted with a pattern of polka dots continuing the design aesthetic of the bus shelter to another location on the Mass. Ave Corridor.

The utility box would remain on view after the BRT Pilot is over.



Sneha “Imagine” Shrestha

Somerville



This work is participatory. Static cling “dots” will be handed out to bus riders and students at Arlington High School to apply to the street names – marking where they live or work. Dots may also distributed through local stores.

Sneha “Imagine” Shrestha

Somerville

Temporary Mural for the Fox Library Corner Wall

The mural would combine lettering from her native Nepali language with English. A central mandala would say “Arlington.” Layers of Nepali script would spell out words that she uses in her work such as: love, compassion, community. By bringing the two languages into one space, the mural celebrates cultural diversity and communication. The mural would remain on view for 6 months to a year when it will be replaced with another mural by Arlington Public Art in partnership with the library.



James Weinberg

Somerville

Journeys and movement are represented through the cyclical change of seasons over time.





Town of Arlington, Massachusetts

Tree Committee Matters

Summary:

- a) For Approval: Tree Preservation Bylaw Fees
 - b) Policy to consult with Tree Warden on Town Projects Involving Trees
 - c) Policy to Require Two Year Warranty and Watering Plan for New Trees in the Town Projects
- Representatives of the Tree Committee

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Tree_Fee_Memo_9_21_18.pdf	Tree Removal Fee Reference
▢	Reference Material	Tree_Comm_Requested_Policies.pdf	Tree Committee Policy Requests Reference



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Tree Removal Fee Per Tree Protection Bylaw

Date: September 21, 2018

Now that the revised Tree Protection and Preservation Bylaw has been approved by the Attorney General's Office, the Board is able to consider adopting the previously discussed tree removal fee. Please see the information below (taken from a memo presented to the Board in March 2018) regarding the recommended fee.

In preparation for the Board's hearing on setting a fee for removal of protected trees under the Tree Protection and Preservation Bylaw, I have worked with Mike Rademacher in order to make a recommendation. In this work, we have had a goal of making the fee the Board sets consistent with the fee that DPW sets for removal of public shade trees (Chapter 87 trees). Currently, the Chapter 87 fee is \$50/DBH. At last Monday's Board meeting, increasing that to \$100/DBH was discussed. However, several Board members and one member of the public argued that even \$100/DBH was too low and that we should look toward Concord's figure of \$375/DBH.

Based on this feedback, Mike Rademacher and I discussed this and agreed upon the following calculation for both protected trees under the bylaw and Chapter 87 trees. The calculation is as follows:

Cost to buy 2" tree - \$300

Full cost multiplier (as recommended by Board Member Clarissa Rowe) - 2.5

Fully loaded cost of 2" tree planted = \$300 x 2.5 = \$750

A 10' tree removed requires five 2' trees to be planted to replace it, so the fully loaded cost of five 2' trees is \$750 x 5, or \$3750. So, to pay for that, we would need to take \$3750/10' which would be \$375/DBH.

Based on this, we propose that the Board set the removal fee at \$375/DBH. DPW will also set the Chapter 87 fee at \$375/DBH if the Board approves the fee for trees protected under the bylaw.



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Request to Adopt Policies – Tree Committee

Date: September 21, 2018

The Tree Committee has requested that the following policies be considered by the Select Board. The first policy is a reflection of current process. The second is a reasonable request, but does carry some legal and contractual challenges that we need to work further on. Primarily, creating a financial construct for holding contractors accountable for such a long period after the closeout of a project is not something that we currently have in place. We do not oppose the adoption of these policies but do want to set clear expectations should the Board choose to adopt them.

MOTION – REQUEST FOR TOWN POLICY TO CONSULT WITH TREE WARDEN ON ALL TOWN PROJECTS INVOLVING TREES

Move that the Arlington Tree Committee hereby requests that the Town of Arlington, via its Select Board or Town Manager adopt an official policy to be applied to every project done on Town land by a town department, board, commission or committee under the jurisdiction the Select Board or Town Manager such that the Arlington Tree Warden shall be consulted from the beginning of project planning through execution of the project whenever the project involves removal or planting of trees, or the project may impact neighboring trees. The Tree Committee also requests that the Select Board and Town Manager encourage Town entities not under their jurisdiction and other community groups to adhere to this process as well.

MOTION – REQUEST FOR TOWN POLICY REQUIRING AT LEAST TWO-YEAR WATERING PLAN FOR NEW TREES IN ALL TOWN PROJECTS

Move that the Arlington Tree Committee hereby requests that the Town of Arlington, via its Select Board or Town Manager adopt an official policy to be applied to every capital project on Town land done by any town department, board, commission or committee such that all new trees shall be contracted to be warrantied for two years and have a watering plan to sufficiently maintain their health and growth for at least two years following planting, pursuant to a publicly available written watering plan approved by the Arlington Tree Warden.



Town of Arlington, Massachusetts

For Approval: Candidacy for Metropolitan Planning Organization (MPO) Seat

Summary:

Douglas W. Heim, Town Counsel

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	MPO_Elections_2018_ceo_memo.pdf	CEO Memorandum
▢ Reference Material	MPO_2018_election_procedures.pdf	Election Procedures
▢ Reference Material	Boston_MPO_Election_2018_Nomination_Papers.pdf	Nomination Paper
▢ Reference Material	Statement_of_Candidacy__8-22-18_(1).pdf	Statement of Candidacy



MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

July 31, 2018

TO: Chief Elected Officials
FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council
RE: **Municipal Elections to the Boston Region Metropolitan Planning Organization**

IMPORTANT DATES:

- **Nomination Papers Due – Friday September 28, 2018, at 5:00 PM, to MAPC;**
- **Election – MAPC Fall Council Meeting Wednesday October 31, 2018 location TBD**

We are pleased to forward a copy of the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). The MPO decision-making board is responsible for planning and programming federal financial resources for a multi-modal transportation system for the 97 municipalities in the Boston metropolitan region. (An overview of MPO member responsibilities is included as Attachment C of the Official Notice of Elections.)

There are four seats on the MPO up for election. The MPO seat currently held by the City of Newton representing the 24 cities in the region, the seat currently held by the Town of Arlington representing the 73 Towns in the region, the seat currently held by the City of Woburn representing the North Suburban Planning Council sub-region, and the seat currently held by the Town of Norwood representing the Three Rivers Interlocal Council (TRIC) sub-region, are up for election this year.

Any city in the region may run for the open City seat and any town in the region may run for the open Town seat, while only municipalities from either the North Suburban or TRIC sub-regions may seek nominations to run for those respective open sub-regional seats.

The MPO has 22 voting members, which currently include representatives from the following:

State Agencies and Authorities

Massachusetts Department of Transportation (MassDOT) with three seats appointed by the Secretary of Transportation, at least one of which is from its Highway Division

Massachusetts Bay Transportation Authority (MBTA)

Massachusetts Port Authority (Massport)

Regional Councils

Metropolitan Area Planning Council (MAPC)
MBTA Advisory Board
Regional Transportation Advisory Council (RTAC)

Municipalities

City of Boston with two seats

Eight (8) elected municipalities representing each of the eight MAPC sub-regions:

Inner Core Committee: Somerville
Three Rivers Inter-local Council: Norwood
South West Area Planning Committee: Medway
MetroWest Regional Collaborative: Framingham
North Suburban Planning Council: Woburn
North Shore Task Force: Beverly
Minuteman Advisory Group on Inter-local Coordination: Bedford
South Shore Coalition: Braintree

Four (4) elected municipalities serving at-large seats:

Two (2) cities filling at-large seats: Newton and Everett
Two (2) towns filling at-large seats: Arlington and Lexington

All twelve elected municipal seats (including the sub-regional seats) are elected by all of the 101 municipalities in the Boston Region MPO area. Each of the 97 municipalities may vote for one (1) municipality for each of the four (4) open seats.

The election will be held at MAPC's Fall Council Meeting on October 31st (location TBD).

In order to qualify to be on the ballot, each chief elected official who wishes to be a candidate must secure the signatures of five chief elected officials in the region, including their own.

Chief elected officials may only sign nomination papers for one municipality per sub-region for the two open sub-regional seats, and one each for the open town and city seats.

Nominations are due to MAPC by 5:00 PM on Friday, September 28, 2018 and must be filed in person or by mail at the MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111.

Faxes or emails will not be accepted.

A copy of the official notice and procedures for nomination and election to the MPO are attached. If you have questions, please call Eric Bourassa (617) 933-0740 or Paul Regan at (617) 426-6054.

Attachments:

Official Notice, including Attachments A - C
Nomination Papers
Statement of Candidacy

Official Notice

2018 Boston Region MPO Municipal Election Procedures

At the MAPC Fall Council Meeting, on Wednesday October 31, 2018 (location TBD), elections will be held for four (4) of the twelve (12) elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). At that time one of the at-large City seats and at-large Town seats, as well as the North Suburban Planning Council sub-region and Three Rivers Interlocal Council (TRIC) sub-region seats, will be elected to the MPO by the chief elected officials of the 97 municipalities which constitute the Boston metropolitan region. Pursuant to the MPO Memorandum of Understanding, approved on July 7, 2011, MAPC and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the MPO.

MPO Seats Up For Election

One (1) town from any part of the Boston MPO region.

One (1) city from any part of the Boston MPO region.

One (1) municipality from the North Suburban Planning Council sub-region.

One (1) municipality from the TRIC sub-region.

Terms of election on the MPO are for three years.

Nomination Process

Nominees for the elected municipal seats shall be the chief elected official of the municipality. In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chairman of the Council, with the exception of Plan E cities (Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chairperson of the Board of Selectmen. The MPO will accept the Chair's nomination of a candidate whether or not the full Board of Selectman has voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region, regardless of which sub-region they are from. A chief elected official may nominate his or her municipality and that nomination shall count as one of the five nominations needed to place a municipality on the ballot. Each chief elected official may only sign nomination papers for one municipality per open seat.

Nominations papers are due on Friday, September 28, 2018 to MAPC by 5:00 PM and must be filed in person or by mail at MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111, Attn: MPO Elections. Faxes or emails will not be accepted. Nomination papers shall include a statement of candidacy (250 word limit) of the community, also due at this time.

Voting Process

Each of the 97 municipalities may vote for one (1) municipality for each of the four (4) open seats.

Ballot

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nomination papers. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by designated officers of MAPC and the Advisory Board. The subregion of each of the communities shall be identified on the ballot. A candidates' booklet shall be issued that shall contain the statement of candidacy of the communities. The list of communities shall appear in the booklet in the same order that they appear on the ballot. In a second mailing, MAPC and the Advisory Board will include an absentee ballot and instructions for how municipalities can cast their vote.

Opportunities for Discussion with Representatives of the Candidate Communities

The Metropolitan Area Planning Council and the MBTA Advisory Board shall provide appropriate opportunities for the electorate to meet representatives of candidate communities and discuss issues. In 2018, this may be accomplished by holding a Candidates Forum at the State Transportation Building in early October (date and time TBD).

Election

The election will be held at MAPC's Fall Council Meeting on October 31st (location TBD). On that day, the designated officers of MAPC and the Advisory Board shall supervise the election to the municipal seats. Ballots shall be cast by the chief elected official of the municipality (as defined by the rules for nominees), or that person's designee. Designees shall present a letter signed by the chief elected official to the designated officers of MAPC and of the Advisory Board thirty minutes prior to the convening of the election on election day. This letter will appoint the designee and confirm his or her authority to cast the municipality's ballot. Such a designation shall be delivered in person or by mail. Designees may represent only one municipality in the election. The designation may require the designee to vote for specific individuals or may vest discretion in the designee.

If the chief elected official is unable to attend the election and does not designate another individual to attend, an absentee ballot may be filed. Such an absentee ballot must be filed by 5 PM the day before the election with the Metropolitan Area Planning Council, 60 Temple Place, Boston, MA 02111. **No faxes will be accepted.** This ballot is valid for any election (e.g. run off election in case of a tie) held on the day of the MPO election for which the candidates selected on the ballot are still eligible to receive votes.

The MPO seat is held by the municipality. The chief elected official (or their official designee) shall represent the municipality throughout the municipality's term of office.

The designated officers of MAPC and of the Advisory Board shall certify the results of the election to the chairman of the MPO by 12 noon on the Friday following the election.

MAPC Sub-regions

SUBREGION	COMMUNITIES
North Shore Task Force	Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham
North Suburban Planning Council	Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn
Minuteman Advisory Group Interlocal Coordination (MAGIC)	Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury
MetroWest Regional Collaborative	Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston
South West Advisory Planning Committee (SWAP)	Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham
Three Rivers (TRIC)	Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, Westwood
South Shore Coalition	Braintree, Cohasset, Duxbury, Hanover, Hingham, Holbrook, Hull, Marshfield, Norwell, Pembroke, Rockland, Scituate, Weymouth
Inner Core	Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

Boston Metropolitan Planning Organization 97 Cities and Towns

Cities

Beverly	Gloucester	Quincy
Boston	Lynn	Revere
Braintree	Malden	Salem
Cambridge	Marlborough	Somerville
Chelsea	Medford	Waltham
Everett	Melrose	Watertown*
Franklin*	Newton	Weymouth
Framingham	Peabody	Woburn

**MAPC Legal Counsel has rendered an opinion that Franklin and Watertown are defined as cities for the purpose of the MPO Election.*

Towns

Acton	Hudson	Reading
Arlington	Hull	Rockport
Ashland	Ipswich	Saugus
Bedford	Lexington	Scituate
Bellingham	Lincoln	Sharon
Belmont	Littleton	Sherborn
Bolton	Lynnfield	Southborough
Boxborough	Manchester	Stoneham
Brookline	Marblehead	Stow
Burlington	Marshfield	Sudbury
Canton	Maynard	Swampscott
Carlisle	Medfield	Topsfield
Cohasset	Medway	Wakefield
Concord	Middleton	Walpole
Danvers	Milford	Wayland
Dedham	Millis	Wellesley
Dover	Milton	Wenham
Duxbury	Nahant	Weston
Essex	Natick	Westwood
Foxborough	Needham	Wilmington
Hamilton	Norfolk	Winchester
Hingham	North Reading	Winthrop
Holbrook	Norwell	Wrentham
Holliston	Norwood	
Hopkinton	Randolph	

Overview of MPO Member Responsibilities

Background:

The Metropolitan Planning Organization (MPO) is established as a required part of the transportation planning process under federal law. It is responsible for planning and programming federal financial resources for a multi-modal transportation system for the Boston metropolitan region. The MPO was established in 1973.

The Boston Region MPO Memorandum of Understanding (MOU) that details the governing structure and process of the MPO can be viewed at www.bostonmpo.org/mpo

Specific Responsibilities:

The MPO must prepare and approve several plans and programs on an annual basis. These include:

- The Unified Planning Work Program (UPWP), which programs funds for transportation planning programs in the region;
- The Transportation Improvement Program (TIP), which programs federal (and matching state and local) funding for surface transportation projects (highway and transit).

The MPO also prepares and approves several other plans and programs as required. These include:

- The Long-Range (or Regional) Transportation Plan (LRTP), which provides a 20- to 25-year plan for the region's transportation infrastructure to address needs and priorities; and
- The conformity of all surface transportation plans and programs with applicable federal laws (including air quality, the Americans with Disabilities Act, and Title VI and Environmental Justice).

MPO Meetings:

Meetings are held as needed to accomplish the MPO's business. Typically, two MPO meetings are held each month, and all but four are held in Boston at the state transportation building. Up to four MPO meetings (one per quarter) are held in a community outside of Boston. MPO meetings typically begin at 10 AM on the first and third Thursday of the month, and last approximately two to three hours.

The MPO has the authority to establish necessary committees to accomplish its responsibilities. Recent experience suggests that the municipal members of the MPO or their designees attend at least two meetings per month to accomplish the work of the MPO.

2018 MPO Election Nomination Papers

Nominated Community	Name of Chief Elected Official	Signature
Open MPO Seat Community is Running For (only check one)	<input type="checkbox"/> North Suburban Seat	<input type="checkbox"/> TRIC Seat
	<input type="checkbox"/> City Seat	<input type="checkbox"/> Town Seat

Endorsers

Nominating Community	Name of Chief Elected Official	Signature

Individual endorsements may be attached as a separate letter but must specify the municipality and the official being nominated and must be signed by the chief elected official of the endorsing community.

Please return in person or by mail
By 5 PM on Friday, September 28, 2018 to:
Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111

Phone inquiries to
 Eric Bourassa, MAPC (617) 933 -0740
 Paul Regan, MBTA Advisory Board (617) 426-6054

MPO Statement of Candidacy

(250 Word Limit)

Community: Arlington

Chief Elected Official: Dan Dunn, Chair, Board of Selectmen

(Suggestions include a brief statement of qualifications; comments on the importance of transportation to the region; and expectations for the Metropolitan Planning Organization)

The Town of Arlington is interested in continuing to represent the region's municipalities on the Metropolitan Planning Organization (MPO), as one of two At-large Town MPO members. Arlington has participated in the MPO in various capacities for nearly ten years, including the Unified Planning Work Program committee and the Regional Transportation Advisory Council. Jennifer Raitt, Director of Planning and Community Development is the current designee serving on behalf of the Board. Raitt has extensive experience serving local, regional, state, and national housing, community development, and planning organizations.

As an Inner Core suburban community, Arlington is working to advance multiple housing, economic development, and transportation-related projects. We are passionate about working with our neighboring communities on regional transportation issues, particularly those which have a significant impact on our daily commuters and quality of life. Arlington is currently working to incorporate bus rapid transit along the Mass Ave corridor, implementing Complete Streets projects, and participating in the regional dockless bikeshare program. The town works with multiple user groups as part of the planning and policy setting process; stakeholder engagement is critical to ensuring the success of transportation planning projects.

As a MPO member, Arlington will continue to lead and support smart transportation planning initiatives throughout the region, particularly those that support smart growth, regional equity, housing, and economic development, improve our existing infrastructure, and ultimately achieve long-range transportation plan and regional plan goals.



Town of Arlington, Massachusetts

Update: Janet Road Private Way Repair

Summary:

Daniel J. Dunn, Chair

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Procedure_Timeline.doc	Janet Road Betterment Timeline

PRIVATE WAY REPAIR/BETTERMENT ORDER PROCEDURE

JANET ROAD TIMELINE

1. Upon request, Office of the Select Board sends to the contact person/abutting property owner this packet, which includes:
 - ***Private Way Repair/Betterment Order Procedure***
 - ***Repair of Private Way Petition Form***, and;
 - ***Town Bylaws - Repairs to Private Ways***
2. The contact person/abutting property owner needs to:
 - go to the Assessors' Office for names of owners of abutting properties making sure all abutters are contacted.
 - contact the Engineering Department to coordinate the scope of work.
 - fill out the petition and get a minimum of 2/3 of the abutter signatures in approval of the project and return the form and signatures to the Office of the Select Board.
received 9/13
3. The Engineering Division determines whether the street falls within the confines of the private way repair act and will perform an initial site visit with abutters to discuss concerns and make recommendations. The Engineering Division prepares a cost estimate of the recommended scope of work and forwards a copy to the contact person and to the Office of the Select Board.
4. The contact person/abutters solicit proposals from private contractors to perform the scope of work determined by the abutters and Town Engineer. The Engineering Division recommends obtaining a minimum of three quotes/proposals. Return the accepted and signed proposal of the scope of work to the Office of the Select Board. **received 9/20**
5. The Office of the Select Board will send out: **mailed 9/20 due back 9/28**
 - abutter notification of cost estimate per lot letter,
 - ***Ballot Signature Sheet*** and self-addressed envelope, and;
 - ***Town Bylaws - Repairs to Private Ways***
6. Upon return of 2/3 approved ballots for private way repair, the Office of the Select Board schedules a public hearing, including:
 - placing the legal notice in the Arlington Advocate (for 2 successive Thursdays)
 - sending abutter meeting notification (not less than seven days prior to hearing).
due to legal notice requirement of 2 Thursdays, the earliest meeting is 10/22
7. At the public hearing the Select Board votes to accept or reject the private way repair petition. If the Board votes to accept the petition, then the Select Board will sign a formal Betterment Order. **Before work can begin, 1/3 deposit of the total estimated cost of the completion of the repair project must be received from the abutters and deposited by the Office of the Select Board in the private way repair account.** Any and all such deposits shall be deducted from the equalized share of the property owners actually paying.

8. No repair shall commence until all the petitioners have signed an agreement with the Town holding the Town harmless from any additional damages arising from any negligent repair. Evidence shall also be provided indicating appropriate insurance and bonding for the selected contractor that is satisfactory to the Town. The Office of the Select Board will send out:

- *Private Way Repair Agreement* and self-addressed envelope.

#7 and #8 to be mailed 10/23 if petition approved by the Board. Once the 1/3 deposit and Private Way Repair Agreement are received from all abutters the work can begin.

9. Upon completion of the private way repair, the Engineering Division will inspect the private way work to confirm that the contractor has completed the scope of the proposed work to the Office of the Select Board. Any necessary cost adjustments caused by changes in the scope of work shall be incorporated into the final Betterment Order. The Office of the Select Board will then calculate the final cost per lot for billing and mail the final cost figure to all abutters. Abutters can either pay off the balance of the final cost or choose to place it on their tax bill to be paid over a five- year period to include an interest at 5 percent or 2 percent above the cost (including Town oversight and administration costs) of any bond issued to fund the repair in question. The Office of the Select Board will notify the Board of Assessors' Office and the Treasurer's Office of the tax bill payment choice.
10. If an abutter has not paid or notified the Office of the Select Board to place the final cost on their tax bill, then a second letter of notification will be sent with a deadline date before a lien is placed on the property. The Assessors' Office in conjunction with the Town Tax Collector will commit such amount to the respective abutter's property tax bill and the Engineering Division of the Public Works Department will cause same to be recorded at the Registry of Deeds so that same runs with the land.



Town of Arlington, Massachusetts

National Grid Moratorium

Summary:

a) Discussion

Daniel J. Dunn, Chair

b) Permit Request for 734-736 Mass. Ave.

Henry E. Davidson, Jr.

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	National_Grid.pdf	National Grid Reference
▢	Reference Material	734_-_736_Mass._Ave..docx	H. Davidson e-mail

GAS PERMIT MORATORIUM RELIEF PARAMETERS

By Proclamation dated July 26, 2018, the Town of Arlington Select Board resolved (among other things) that the Town would not issue “new, non-emergency permits for gas construction projects...” Since such date, the continued lockout of the United Steelworkers 12003 District 4 Boston Gas Workers Union by National Grid has dragged on to the detriment of those workers, National Grid, and the Town of Arlington and its residents.

Specifically, the Town remains concerned about the safety of new gas construction projects in light of the representations of United Steelworkers before the Select Board regarding the lack of available licensed and certified workers trained sufficiently to connect and inspect lines. Especially given recent events in the Merrimack Valley and National Grid’s longstanding difficulties eliminating gas leaks, the Board’s primary concern was and remains ensuring safe gas construction work for both individual residents and their neighbors in the broader community.

In the meantime, the Select Board has also received a number of requests from increasingly desperate residents and local builders and tradesmen because their work and lives have also been disrupted by the lockout. In some cases, a gas connection is the only remaining work on finished housing units. In others, residents are concerned about having heat for the winter because they have converted heating systems. Accordingly, the Select Board hereby adopts the following process and criteria for providing relief from the moratorium on a case-by-case basis only when and where the Select Board is first satisfied that safe gas work services can be provided; and second sufficient evidence is presented by individuals or entities seeking relief to the Town Manager, Inspectional Services, and DPW to satisfy the following criteria:

Qualifications & Criteria:

- Non-emergency permits will NOT be issued unless and until the Department of Inspectional Services can verify that necessary and appropriate licenses and certifications for such work are held by each of those persons performing installations, connections, inspections, or other project services.
- Non-emergency permits will NOT be issued for work that has not already been presented to Inspectional Services or the Department of Public Works in some tangible form on or before July 26, 2018.

- Non-emergency permits will NOT issue after the Town seasonally forecloses all trench and gas work (typically between November 15, 2018 and December 31, 2018 as determined by the Town's usual practice according to weather conditions) under any circumstances unless and until the lockout is terminated by National Grid and a full labor force (both National Grid union workers and contractors) is actively servicing the Town.
- Non-emergency permits shall only be issued for those overall projects which were reasonably under way prior to the institution of the moratorium, meaning that moratorium relief will not be granted for projects which stalled or delayed for reasons unrelated to the moratorium.
- Non-emergency permits shall only be issued in those circumstances where a permit seeker can demonstrate substantial harm to their health and safety or livelihood by further delays in permit issuance.

Conditions on Approval:

- A non-emergency permit seeker must agree to indemnify and hold the Town of Arlington harmless from any and all damages which could arise from the grant of a permit during the moratorium period.
- The grant of permit is not a guarantee that National Grid will in fact perform the work.
- All approvals are subject to the Town having sufficient resources to verify the credentials and certifications of National Grid workers and contractors providing services.
- All permits provided during the moratorium will be listed and made for public inspection.

----- Forwarded message -----

From: John Sexton (DM) <jsexton@davidsonmanagement.net>

Date: Thu, Sep 20, 2018 at 2:12 PM

Subject: 734-736 Mass Avenue & National Grid

To: Town Of Arlington (Daniel Dunn) <ddunn@town.arlington.ma.us>

Sarah Fortwenger
National Grid
Residential – Gas Connection CSR
Re: Work Order Number 1250143

Dear Ms. Fortwenger

I understand that National Grid is on strike and that the Town Of Arlington is holding up permits for new installations. This policy is being reviewed now and the Board of Selectmen is considering issuing permits in hardship cases.

My property at 734-736 Mass Avenue has been prepared for new gas fired boilers and the old oil fired systems have been removed.

This project is nearing completion and I am now concerned about the detrimental effect on the property by not having any heat. I am sending a copy of this letter to the Board of Selectmen and the Town Manager asking for consideration and this issue of a permit.

Please advise how you plan to proceed.

Yours truly,

Henry E. Davidson, Jr.

cc: Daniel Dunn
Chairman, Board of Selectmen

Adam Chapdelaine
Town Manager



Town of Arlington, Massachusetts

Requesting Free Parking in Metered Spots after 6:00 p.m.

Summary:

Taeseon and Thomas Adams, 34 Newport Street

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Adams_CR.pdf	Reference

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

2018 SEP 17 AM 11:08

Taeseon Adams
34 Newport Street
Arlington, MA 02476-6207

September 12, 2018

RE: Parking Meter Hour of Operation

Board of Selectman
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

To whom it may concern,

I am writing to have an input on Parking Meter Hour of Operation. They are currently until 8PM. I suggest it to be changed to 6PM. My husband goes to "Fitness First" regularly during the evening, parks back lot where Catholic school shares the lot. It causes inconvenience and stress to say the least. It used to be not like that and it got changed to worst. I don't know how much more revenue Arlington town collects but it causes a lot of stress. Wouldn't it be nice if Town will take consideration of wellbeing of residents who try to do the right thing – pay taxes of all sorts on time, maintain health so that one will not be a burden to the society – rather than only think of small amount to be added to the town revenue and burden with tremendous stress to the residents.

Boston and Cambridge are notorious for difficult parking. Even there the hour of operation is 8AM to 6PM. That is normal.

I would appreciate your looking into this matter and consider changing it to 6PM.

Sincerely,



Taeseon Adams (& Thomas Adams)
(781) 641-0495
Ttadams5@aol.com

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
KEVIN F. GREELEY
JOSEPH A. CURRO, JR.
JOHN V. HURD



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 18, 2018

Taeseon and Thomas Adams

Arlington, MA 02476

Dear Mr. & Mrs. Adams:

We are in receipt of your correspondence in which you discuss changing the hours of parking meter operation.

Thank you for writing to the Select Board. Your correspondence will appear on the September 24th Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS October 10, 2018